



This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

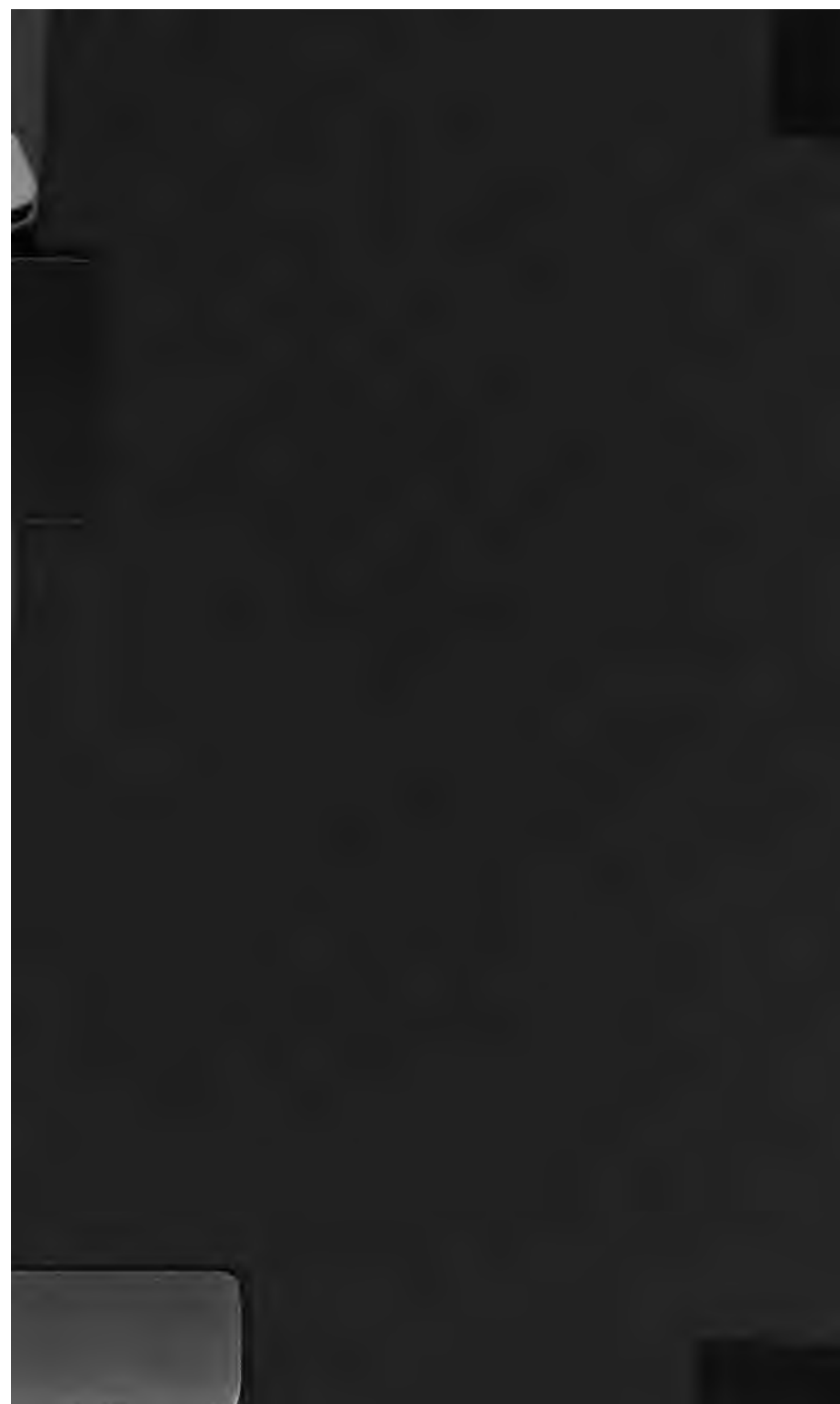
- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at <http://books.google.com/>

*HN

Delaware state library
commission.
Handbook.
1902.



56-13-1002
HANDBOOK

15335

OF THE

★ STATE LIBRARY COMMISSION

FOR THE STATE OF

DELAWARE.

written by
Florence Bayard Kane

ESTABLISHED 1901.

HEADQUARTERS AT THE

STATE HOUSE,

DOVER.

1902.

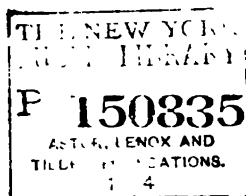
20/7/03.
24/11

HANDBOOK
OF THE
STATE LIBRARY COMMISSION
FOR THE STATE OF

DELAWARE.
written by
Florence Bayard Kane
ESTABLISHED 1901.

HEADQUARTERS AT THE
STATE HOUSE,
DOVER.

1902:
THE SENTINEL PRINTING CO
DOVER, DEL.



STATE LIBRARY COMMISSION.

MEMBERS.

MRS. JAMES ANTHONY,
Smyrna.

JOHN BARKLEY,
Clayton.

GEORGE F. BOWERMAN,
Wilmington.

DANIEL W. CORBIT,
Odessa.

MANLOVE HAYES,
Dover.

JOSEPH E. HOLLAND,
Milford.

MRS. ELLA C. MARSHALL,
Dover.

MRS. CHARLES E. MILLER,
Wilmington.

MISS MARGARET TRUXTON,
Georgetown.

OFFICERS.

MANLOVE HAYES, CHAIRMAN.

CORNELIUS FREAR, SECRETARY.

All correspondence relating to the work of the Commission should
be addressed to THE STATE LIBRARY COMMISSION, Dover, Delaware.

THE STATE LIBRARY COMMISSION
FOR THE STATE OF
DELAWARE.

The State Library Commission is established and maintained under an Act of Legislature, approved March 9, 1901. It is as follows:

AN ACT

PROVIDING FOR THE ESTABLISHMENT AND MAINTENANCE OF FREE PUBLIC LIBRARIES.

Be it enacted, &c.

SECTION 1. That as soon as may be after the adoption of this Act, there shall be created and established a board to be known as "The State Library Commission for the State of Delaware." Said Commission shall be appointed by the Governor, who shall respectively hold office for the term of five years or until their successors are duly chosen; provided, that in the first Commission created under this Act, the Governor shall appoint three members for the term of one year, three members for the term of three years, and three members for the term of five years. All vacancies on said Commission, whether occurring by expiration of term, or otherwise, shall be filled by the Governor. No person shall be ineligible by reason of sex to serve on the Commission.

SECTION 2. The said Commission shall organize by the selection from its members of a chairman and



Je 13 1902

HANDBOOK

150335

OF THE

★ STATE LIBRARY COMMISSION

FOR THE STATE OF

DELAWARE.

written by

Florence Bayard Kane

ESTABLISHED 1901.

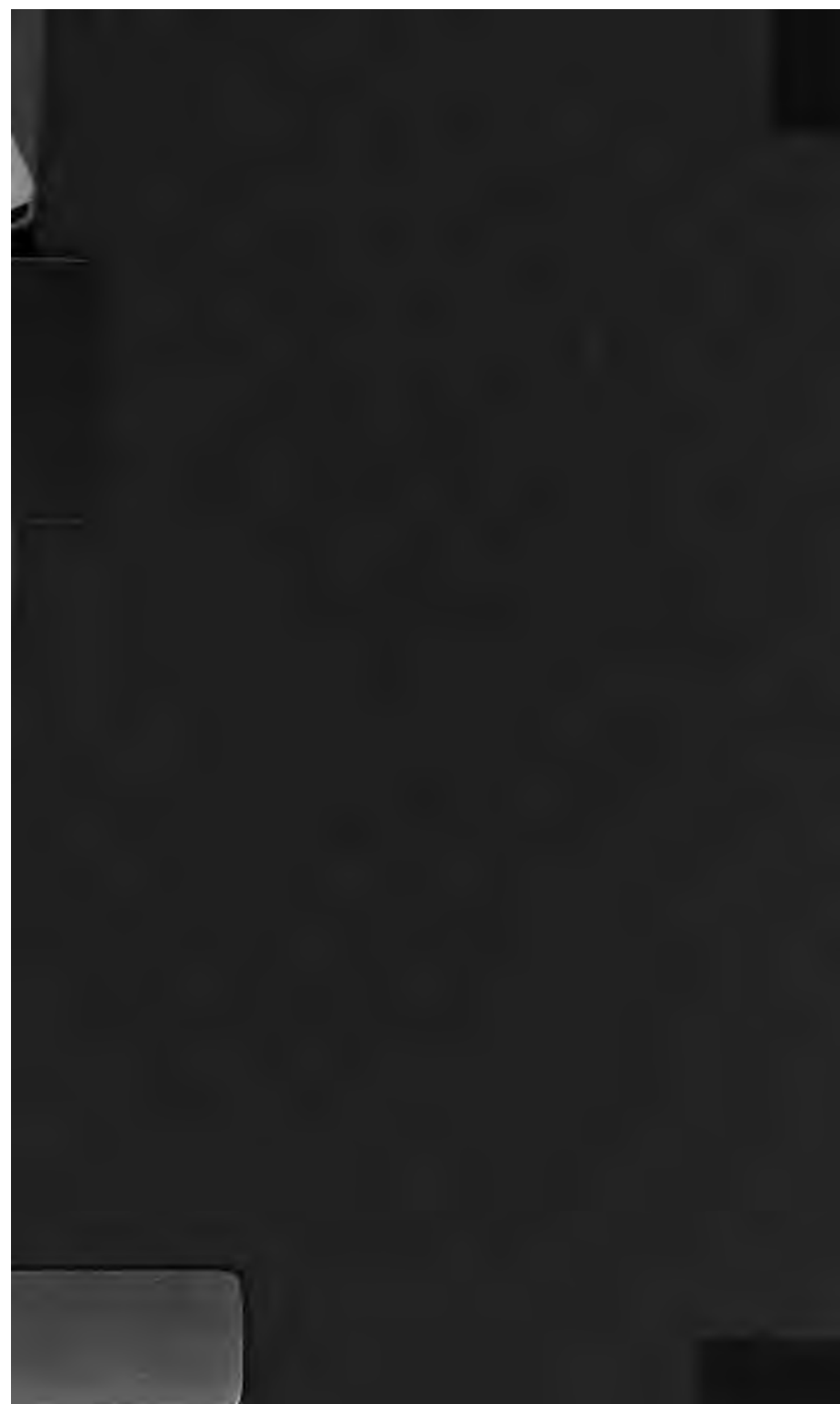
HEADQUARTERS AT THE

STATE HOUSE,

DOVER.

1902.

Je 13 1902
TH N



10.12.1902

HANDBOOK

151335

OF THE

★ STATE LIBRARY COMMISSION

FOR THE STATE OF

DELAWARE.

written by

Florence Bayard Kane

ESTABLISHED 1901.

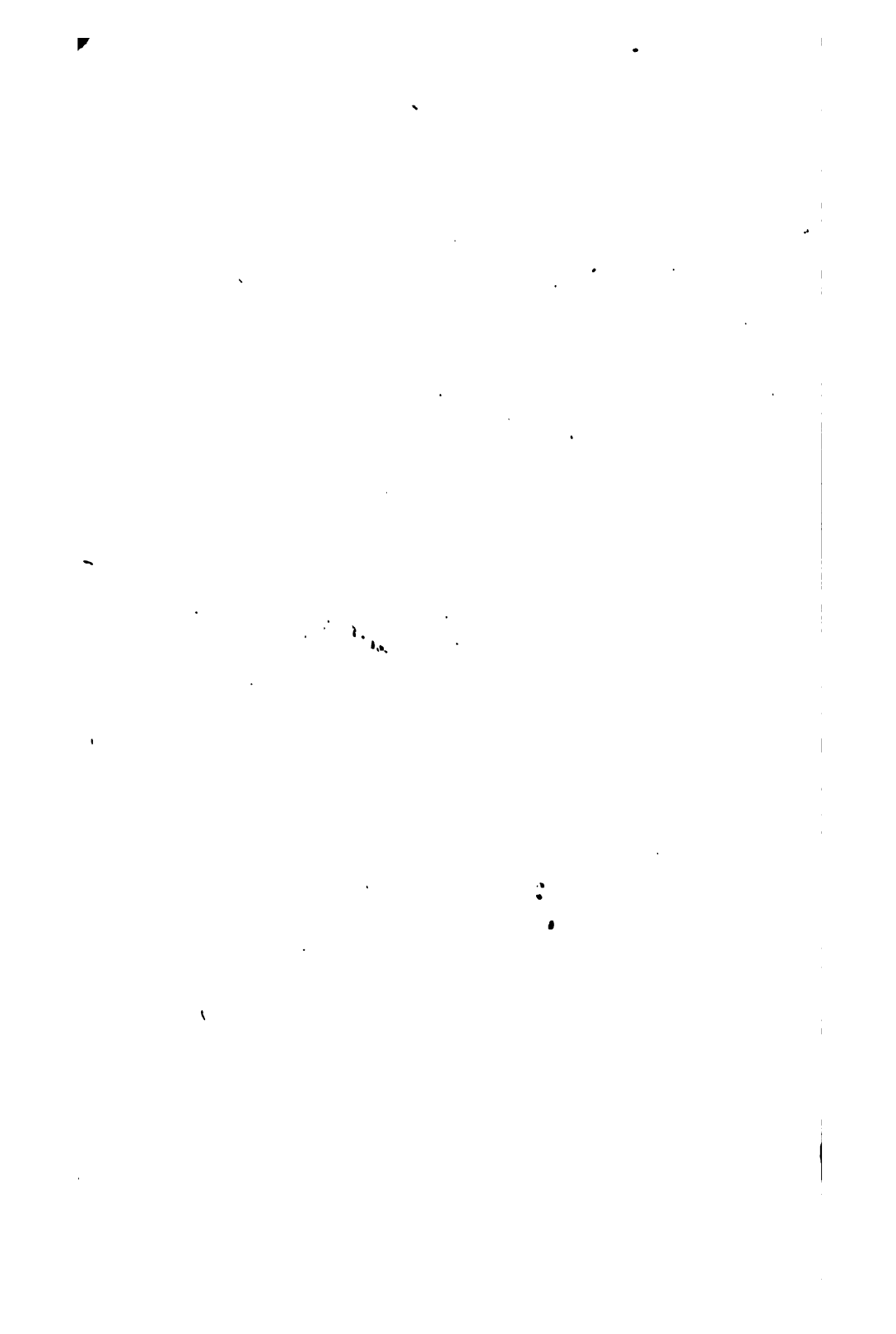
HEADQUARTERS AT THE

STATE HOUSE,

DOVER.

1902.

151335
H.S.



HANDBOOK
OF THE
STATE LIBRARY COMMISSION
FOR THE STATE OF

DELAWARE.
written by
Florence Bayard Kane
ESTABLISHED 1901.

HEADQUARTERS AT THE
STATE HOUSE,
DOVER.

1902:
THE SENTINEL PRINTING CO
DOVER, DEL.

years, and three for a term of three years, or until their successors are respectively chosen and qualified, and annually thereafter three members of said Commission shall be elected for the term of three years; provided further, that the Town Council in any town wherein the question as to the establishment of a free public library has been submitted and carried in favor of such establishment, as hereinbefore provided, shall, as soon as may be after the decision upon such question has been ascertained, elect nine persons, not members of said Town Council, to compose the first Town Library Commission to act until their successors have been elected by the qualified electors of said town as aforesaid.

No person shall be ineligible to serve on said Commission by reason of sex. The election of the members of said Commission at any town election shall be by ballot, by the qualified electors of said town, and in all other respects except as to the day of election, be conducted as is the election of regular town officials.

SECTION 12. The first meeting of the Town Library Commission shall be on the evening of the Tuesday next succeeding the election of its members. The Commission shall organize by electing from its members a chairman and secretary. The Town Treasurer shall be the treasurer of said Commission, and shall be subject to all orders of said Commission relative to moneys in his hands of which the said Commission has custody, as provided in this Act, and out of said moneys shall pay all bills directed to be paid by said Commission. The official bond of said Town Treasurer shall be held and deemed to cover and include all such moneys and the due and proper accounting

therefor. A vacancy in said Commission caused by refusal to act, death, resignation, or otherwise, shall be filled by said Commission until the regular town election next succeeding. A failure to attend three meetings of said Commission in succession shall, in the option of said Commission, be deemed a vacancy.

SECTION 13. The Town Library Commission so elected as aforesaid shall have the entire custody and management of the library and all property owned or leased, or donated, relating thereto, and all money raised by the town, or donated for its establishment and maintenance, or paid by the State Treasurer, as hereinafter provided, shall be placed in the care and custody of said Commission to be expended, or retained by said Commission for and in behalf of the town for the foundation and establishment and for the maintenance and increase of its free public library.

The Commission shall make an explicit report to the town at each annual town meeting of all its receipts and expenditures, and of all the property of the town in its care and custody, including a statement of any unexpended balance of money, and of any bequests or donations in behalf of the town, and of any sum or sums received from the State as hereinafter provided, with such recommendations with reference to same as is deemed necessary for the town to consider.

The said Commission shall also make report and recommendation concerning the amount of money deemed necessary and proper by said Commission to be raised by taxation for any one year for said library, to the Town Council, after the selection of said Commission as aforesaid and prior to the fixing

of the rate of taxation for said purpose by said Town Council.

The said Town Library Commission shall also make such reports, at such times and embracing such matters, to the State Library Commission created by this Act as the said State Library Commission shall order and direct.

The said Town Library Commission shall also have the power to procure by purchase, lease or acceptance of a gift or donation, a room or rooms for said library, and to fit and furnish the same for a library, or a library and reading room, to provide for the heat and light in the same, and the care thereof; to purchase or accept donations or gifts of books, magazines, newspapers and reviews; to employ a librarian or librarians and a custodian and care taker, and shall have such further and additional powers in the premises as are or may be deemed necessary for the foundation and establishment, and the support and maintenance of a library, or a library and reading room.

The said Commission shall also have the power to make such rules and regulations for the conduct of the persons employed by it, and for the care and use of the books, newspapers, magazines and reviews in said library by the inhabitants of said town, or other persons having authority to use said library, and also concerning the conduct and deportment of all persons while in or about said library or library and reading room, as said Commission shall or may from time to time deem proper and advisable; provided, no fee for the use of said library or library and reading room, or the contents thereof, shall be charged to any inhabitant of said town, or any person not an inhab-

itant thereof, who owns assessable real estate in said town. The rules and regulations so made by said Commission shall be enforceable by a penalty which the Commission is hereby authorized to impose; such penalty shall consist either of a suspension for a limited period, not exceeding six months, from the privileges of said library or library and reading room and the contents thereof, or by a money fine. All money fines imposed as aforesaid may be collected by proceedings instituted in the corporate name of the town before the alderman of any such town or any justice of the peace residing therein, and jurisdiction to hear and finally determine all such proceedings is hereby expressly conferred upon any and all such aldermen or resident justices of the peace. The process, mode of proceeding and rendering of judgment shall be as now is, or hereafter may be, provided by law for the collection of fines imposed by the ordinances as prescribed in the charter of such town.

All fines so collected shall be paid to the town and by it paid over to the Town Library Commission to be used as other money of which it has the custody and care as hereinbefore provided.

SECTION 14. In addition to its other powers, the Town Library Commission may, if it deem proper, permit persons resident in the county or counties in which such town is situated, but living without the corporate limits of said town, or not owning assessable real estate in said town, to enjoy and use said library or library and reading room exactly as inhabitants of said town, upon the payment to said Commission for the use of the library such fee or fees as said Commission shall deem proper.

SECTION 15. Whenever the State Library Commission shall certify to the State Treasurer of the State of Delaware that any incorporated city or town in this State has established a free public library therein and has raised by taxation, gift or otherwise a sum not less than the sum required to be levied and raised by taxation in Section 10 of this Act, for the support and maintenance of said library for the year then next ensuing, that then the State Treasurer shall, and he is hereby authorized, empowered and directed to pay to said Town Library Commission of said town, out of any funds then being in his hands as such Treasurer, the sum of one hundred dollars for the use of said library ; and annually thereafter, upon the certificates of the said State Library Commission, that the town in which a free public library has been established theretofore as aforesaid, has raised by taxation, gift or otherwise a sum not less than the sum required to be levied and raised by taxation in Section 9 of this Act, for the maintenance, increase and support of said library in the year then next ensuing, the State Treasurer shall, and he is hereby authorized and directed to pay to the Town Library Commission of said town, out of any funds then in his hands as said Treasurer, one hundred dollars for the use of said library.

SECTION 16. That the provisions of this Act shall not apply to nor affect in anywise the City of Wilmington.

Approved March 9, A. D. 1901.

A SUMMARY OF THE ACT TO ESTABLISH FREE PUBLIC LIBRARIES.

PREPARED BY MR. MANLOVE HAYES.

At the last session of the Delaware Legislature an Act was passed, entitled, "An act providing for the Establishment of Free Public Libraries."

The provisions of the Act are as follows:

SECTION 1. Provides for the appointment by the Governor of a Board consisting of nine commissioners to be known as "The State Library Commission for the State of Delaware."

Three of the members first appointed shall hold office for the term of one year, three for the term of three years and three for five years—and all vacancies caused by expiration of the term of office or otherwise shall be filled by the Governor. No person shall be ineligible by reason of sex to serve on said Commission.

ERRATA.

Insert "and stationery" after "postage" in Section 2, p. 15, line 7.

Insert "Town" before Library Commission in Section 15, p. 19, line 8.

Insert "s" after "Commission" in line 13, p. 22.

SECTION 15. Whenever the State Library Commission shall certify to the State Treasurer of the State of Delaware that any incorporated city or town in this State has established a free public library therein and has raised by taxation, gift or otherwise a sum not less than the sum required to be levied and raised by taxation in Section 10 of this Act, for the support and maintenance of said library for the year then next ensuing, that then the State Treasurer shall, and he is hereby authorized, empowered and directed to pay to said Town Library Commission of said town, out of any funds then being in his hands as such Treasurer, the sum of one hundred dollars for the use of said library; and annually thereafter, upon the certificates of the said State Library Commission, that the town in which a free public library has been established theretofore as aforesaid, has raised by taxation, gift or otherwise a sum not less than the sum required to be levied and raised by taxation in Section 9 of this Act, for the maintenance, increase and support of said library in the year then



A SUMMARY OF THE ACT TO ESTABLISH FREE PUBLIC LIBRARIES.

PREPARED BY MR. MANLOVE HAYES.

At the last session of the Delaware Legislature an Act was passed, entitled, "An act providing for the Establishment of Free Public Libraries."

The provisions of the Act are as follows :

SECTION 1. Provides for the appointment by the Governor of a Board consisting of nine commissioners to be known as "The State Library Commission for the State of Delaware."

Three of the members first appointed shall hold office for the term of one year, three for the term of three years and three for five years—and all vacancies caused by expiration of the term of office or otherwise shall be filled by the Governor. No person shall be ineligible by reason of sex to serve on said Commission.

SECTION 2. Provides that the Commission shall organize by the election of a Chairman and other officers as may be advisable. The State Librarian shall by virtue of his office be Secretary of the Commission. The Commissioners are to serve without pay, reasonable and proper bills for printing and postage to be paid by the State Treasurer.

SECTION 3. Defines the powers and duties of the Commission, to whom shall be given general supervision of all the Libraries in this State established under this "Act," and control of all circulating Libraries established under the provisions of Chapter 220, Vol. 21, Laws of Delaware. Shall require re-

ports from all Town Library commissions, as hereafter provided, and certify to the State Treasurer when any Town Library is entitled to State aid—make all rules and by-laws for its own government.

It shall make report of its doings to the Legislature in January of each year of the regular biennial sessions.

SECTION 4. Authorizes any incorporated city or town in its corporate capacity to hold any devise, bequest or donation for the maintenance or use of "Free Public Libraries."

SECTION 5. Authorizes any incorporated city or town in the State to establish a Free Public Library and reading room, provided a majority of the qualified electors, present and voting, shall vote in favor thereof.

SECTION 6. Incorporated Cities and Towns are divided into three classes for the purposes of this "Act."

Towns, the assessed value of whose *Real Estate* shall not be less than one million five hundred thousand dollars shall be deemed of the first class.

Towns, assessed at less than one million five hundred thousand dollars and not less than two hundred and fifty thousand, shall be deemed of the second class, and

Towns of less than two hundred and fifty thousand dollars shall be of the third class.

SECTION 7. Provides, that on the application by petition of at least twenty-five qualified electors thirty days before the town election, the Town Council of any Incorporated city or town shall submit the question, as to the establishment of a Free

Public Library in said Town, to the qualified electors thereof, at a special election to be held on the day next following the ensuing regular Town election—not being Sunday or a legal holiday.

SECTION 8. *As to voting.* On the ballots shall be written or printed the words "*For a Free Library*" or "*Against a Free Library.*" In addition to all persons entitled to vote at the regular town election, all female persons over the age of twenty-one years who for the three months next preceding any such election have resided in the Town and have paid a town tax therein for the year preceding such election shall be entitled to vote at the election for members of a Town Library Commission—and are embraced in the term "qualified electors" in this act. Notice of the submission of the question shall be issued by the Town Council and posted in five public places in said Town at least ten days before the election, and by advertisement in one or more newspapers if published in said town.

SECTION 9. Provides for the submission of the question of a "Free Library" to the voters the following year if there should not be a majority in favor thereof when the question is first submitted.

SECTION 10. Authorizes, empowers and directs the Town Council of any city or town that has voted in favor of establishing a Free Public Library, to levy and raise by taxation for that purpose, a sum as follows: If the City or Town be of the first class, a sum not less than a sum equal to one-eighth of a mill nor more than one-half mill for each dollar of the assessed value of its real estate for the year then next preceding.

And if the Town be of the second or third class

the Town Council shall levy and raise for the purpose aforesaid a sum not less than a sum equal to one-quarter of a mill nor more than one-half a mill on each dollar of the assessable value of its real estate. Provided that no town of the second class shall levy and raise for this purpose, by taxation, a sum less than one hundred dollars—or of the third class a sum less than fifty dollars.

SECTION 11. Provides for the election of a Town Library Commission, composed of nine members, to hold office for the term of three years or until their successors are qualified, provided that at the first election, three members shall be elected for one year, three for two years and three for three years, and annually thereafter three for the term of three years.

Provided further, that the Town Council in any city or town wherein the question has been *first* submitted and carried in favor of a Free Public Library, shall elect nine persons not members of the Town Council to compose *the first* Town Library Commission, to act until their successors are regularly elected—no person shall be ineligible to serve by reason of sex.

SECTION 12. Provides for the organization of the Town Library Commission. It shall meet on the evening of the Tuesday next succeeding the election, shall elect from its members a Chairman and Secretary. The Town Treasurer shall hold the office of Treasurer of said commission and out of the monies derived by virtue of this Act shall pay all bills directed to be paid by said Commission.

SECTION 13. The Town Library Commission shall have the entire custody of the Library and all

property owned or leased by it, and all moneys raised or donated for its establishment and maintenance.

The commission shall make an explicit report of its doings and of its financial condition at each Annual Town Meeting, including a statement of its receipts and the sources thereof, and also of its expenditures. It shall also recommend to the Town Council the amount of money deemed necessary to be raised by taxation for any one year.

The Town Commission shall also make reports to the State Library Commission at such times and embracing such matters as the said State Commission shall direct. The Town Commission shall have power to make all rules and regulations for the conduct of those employed by it, as well as of all persons who have the privilege of using the Library and reading room—and to enforce by penalties the violation of its rules.

SECTION 14. The Town Library Commission may permit persons living in the country, out of the Town limits, and not owning assessable real estate within the corporate limits, to have the use of the Library and reading room on the payment of such a fee as said Commission shall deem proper.

SECTION 15. Provides, that whenever the State Library Commission shall certify to the State Treasurer, that any incorporated City or Town in the State has established a Free Public Library therein and has raised by taxation, gift or otherwise a sum not less than the sum required to be raised by Sec. 10 of this Act, the State Treasurer shall and he is authorized and directed, to pay to the said Library Commission the sum of one hundred dollars, out of the funds in his hands as Treasurer.

PENALTY FOR INJURY TO LIBRARY
PROPERTY.

AN ACT

TO PREVENT MALICIOUS INJURY IN LIBRARIES, MU-
SEUMS AND EDUCATIONAL INSTITUTIONS.

Be it enacted, &c.

SECTION 1. If any person, having access to or being in possession of any book, magazine, newspaper, pamphlet, manuscript, map, chart, plan, painting, picture, engraving, photograph or other work of literature or object of art, science, mechanical skill or curiosity owned by or deposited in any library incorporated by or organized under the laws of this State, or in the library, cabinet or museum of any educational institution, or the Historical Society in this State, shall wilfully or maliciously cut, mark, mutilate, deface, soil, obliterate, break, destroy, or in anywise injure the same, write in or upon the same, or procure the same to be done, or shall wilfully or maliciously injure or deface any label, tag, book-plate, book-card or book-pocket, or the library marks or numbers on the same, such person shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding twenty-five dollars or imprisoned not exceeding six months, or both, at the discretion of the court.

Passed at Dover, March 25, 1895.

NEWSPAPER CLIPPINGS DESIRED.

The State Library Commission of Delaware wishes to keep a complete record of the growth of public, school and traveling libraries in the State. To the

end that it may successfully do so, it asks librarians and all friends of libraries in Delaware, to send clippings or newspapers showing the beginnings and growth of all libraries. Notes of improvements, changes, new books, gifts, entertainments for libraries, criticisms, reports—all will be gratefully received by the State Library Commission at the State House, Dover, Del.

INCORPORATED TOWNS OF DELAWARE.

JANUARY 1ST, 1902.

Bridgeville, 1st Mon. F.	Little Creek, 1st Mon. Mr.
Camden, 2nd Mon. Mr.	Magnolia, 2nd Tues. Ap.
Cheswold, last Sat. Mr.	Middletown, 1st Mon. Mr.
Clayton, 1st Sat. My.	Milford, 1st Mon. Ja.
Dagsboro, 1st Sat. Mr.	Millsboro, 1st Sat. Mr.
Delaware City, 1st Sat. Ap.	Milton, 1st Sat. Mr.
Delmar, 1st Sat. Mr.	Newark, 1st Tues. Ap.
*Dover	New Castle, 2nd Tues. Ap.
Felton, 1st Sat. Mr.	Newport, 2nd Sat. Ap.
Frankford, 2nd Sat. Ap.	Odessa, 1st M. Ap.
Frederica, 1st Mon. Mr.	Rehoboth, last Sat. Jl.
Georgetown, 1st Sat. Mr.	St. Georges, 1st M. Ap.
Greenwood, 1st Sat. My.	Seaford, 2nd Tues. Ap.
Harrington, 1st Sat. Mr.	Selbyville, 1st Sat. Mr.
Kenton, 1st Mon. Mr.	Smyrna, 3rd Mon. F.
Laurel, 1st Wed. Mr.	Townsend, 1st Sat. My.
Leipsic, 1st Mon. Mr.	*Wilmington.
Lewes, 1st Sat. Ja.	Wyoming, 1st Mon. Mr.

*Stars indicate those towns possessing free public libraries. The figures refer to the dates of the towns' elections.

FREE PUBLIC LIBRARIES.

The initiative in all library movements must come from individuals and communities, but the State Library Commission of Delaware stands ready to render all possible assistance to the end that the libraries of Delaware may be raised to a higher rank and that the citizens of the State may be happier and better fitted for citizenship by reason of their acquaintance with "the literature of power which inspires and builds character and of the literature of knowledge which informs and builds prosperity." The compilation of this Handbook has been very materially aided by the kindness and generosity of the older State Library Commission and it is believed that it contains much that will aid our various incorporated towns in their efforts to avail themselves of the opportunities opened to them by the passage of the library law in June, 1901, therefore it is hoped that the little book may be read with attention by those into whose hands it falls. The purposes for which this Commission was created were to promote the establishment and efficiency of free public libraries. Can it serve your community in either of these respects by co-operating with any local movement in these directions? Do you desire more information on library subjects? Many inquiries regarding the organization of libraries, procuring a competent librarian, the selection of books, library supplies, classification, cataloguing, etc., are answered in this book, but should further information be desired, every effort will be made to give it, and a personal visit will be made if deemed necessary, without expense to the local library whenever possible.

HOW TO START A FREE PUBLIC LIBRARY.

The first step must be to arouse public sentiment in its favor. A few earnest people realizing the need of a library, must determine that the people of their community shall have the benefit of free books, and must plan and work and agitate until every one is aroused to the fact that this opportunity is for them and for their children if they will but take it. They should hold a small meeting of influential workers for the measure, and decide upon a definite plan of action. As it is essential that the provisions of the law should be fully understood by the active spirits engaged in the work of awakening public sentiment upon this subject, the law should be carefully read and considered, and the synopsis prepared by Mr. Hayes will be found very helpful to a proper understanding of it.

When the attention of the public is thoroughly aroused the time will have come to present the petition of at least twenty-five tax-payers to the Town Council, that the question of whether or not they will have a Free Public Library should be submitted to the voters on the next day after the regular town election. The following is a good form for such a petition:

A FORM FOR A TAX-PAYERS' PETITION TO A TOWN COUNCIL.

Place_____

Date_____

To the President and Council of the Town of-----.

Gentlemen:

We, the undersigned qualified electors in said town, respectfully request the Town Council to sub-

mit the question as to the establishment of a free public library in said town to the qualified electors thereof, at a special election to be held on the day next following the next ensuing town election, not being Sunday or a legal holiday.

Signatures :

On receiving such a petition, duly signed, at least thirty days before the regular town elections, it is the duty of the Town Councils to give the notices required by the law, but if for any reason they neglect their duty, any qualified elector, man or woman, may give the notices and they will be just as effectual. The following is a good form for such notices, and its statements can be readily altered to suit the facts in the case.

A FORM FOR A NOTICE TO QUALIFIED ELECTORS.

NOTICE !

WHEREAS, A Petition has been presented to the Town Council of the Town of ——— by at least twenty-five qualified electors in said town thirty days at least before the next succeeding regular town elections, praying that the Town Council submit the question as to the establishment of a Free Public Library in said town to the qualified electors thereof, at a special election to be held on the day next following the ensuing regular town election.

Now, THEREFORE, In pursuance of said petition and by virtue of the power and authority contained in Chapter 136, Vol. 22, Laws of Delaware, entitled, "An Act providing for the Establishment and Maintenance of Free Public Libraries," the Town Council of the Town of ——— hereby gives notice that on ———, the ——— day of ———, 190—, (it being the day next following the ensuing regular

town election) a special election will be held for the purpose of submitting to the qualified electors of said town the question as to the establishment of a Free Public Library.

Those favoring the establishment of a Free Library will vote by ballot, upon which shall be printed or written the words "For a Free Library;" and those opposing the establishment of a Free Library will vote by ballot upon which shall be printed or written the words "Against a Free Library."

Said election will be held in the _____ in the town of _____, on the day and year aforesaid, and will be opened at _____ o'clock — M., and closed at _____ o'clock, — M., and will be conducted, ballots counted and results certified as now are provided by the Law for the regular town elections.

The Town Council of the Town of _____.

Attest: _____ Clerk.

_____, _____, 190—.

The friendly services of some one Councilman should be enlisted that he may be ready to support the petition and introduce a resolution to submit the question to the voters as requested. Usually the members of Town Councils are very willing to follow public sentiment in founding public enterprises, but, like other human beings they are governed somewhat by their prejudices and should be approached by people whom they respect, and who have tact and good judgment. An enthusiastic but tactless hobby rider may easily undo months of careful work in the development of interest and confidence in a library movement.

The chief difficulty which will confront the library worker will probably be on the part of tax-payers who naturally object to any increase of their burdens, but it seems likely that their objections will be readily over-ruled when they realize that *additional* taxation is not *necessarily* involved in the possession of a free public library, and that it will be optional with the Town Councils to appropriate the required sum from funds already collected in the town treasury if they deem it best to do so. Even should the Town Council consider the imposition of an extra tax advisable, the amount of the tax permitted by law is so small, and the benefits to accrue to its use so great, that a tactful person ought to be able to persuade the most obdurate tax-payer to withdraw his opposition.

The consideration of this matter will be much simplified for the various library workers if they will bear in mind that while the amount of tax is *based* upon the assessed value of real estate for the preceding year, it is assessed upon the head as well as upon property. The library workers are therefore advised to learn from the town assessor exactly what the aggregate assessed value of the real estate was for the year preceding their efforts to obtain a free public library, then have an accurate estimate made of the sum which could be raised by both the minimum and the maximum taxes allowed by the law, and find out exactly what the tax per capita would amount to in each case if assessed upon real estate and upon the head. The result will certainly be to find so very small an annual burden laid upon the individual that he or she would be ashamed to murmur or withhold their assent to this measure for the public good.

The facts as regards taxation once ascertained, widest publicity should be given them, both through the press, and, as the election day draws near, by means of posters conspicuously placed. Some such notice as the following, used in Dover, will be found effective :

“NOTICE TO TAXPAYERS !

IN THE INTEREST OF A FREE PUBLIC LIBRARY.

That each tax payer may know the exact amount of the increase in his taxes, that the support of the Dover Free Library would require, an estimate has been made by members of the Town Council and it is found that the small addition of ONE CENT ON EACH HUNDRED DOLLARS of the assessed value of his real estate is all that will be required to raise the sum which the town has been asked to appropriate, while the tax of an elector who owns no real estate will be increased by just SIX CENTS. Remember that the town receives a valuable Library and room free of rent !”

Such notices as the above and those to the qualified electors might be printed on cheese-cloth and should not be of less size than 9x12 ins.

The necessity of a free public library should be urged through the local press, upon the platform and by private appeals. Include in the canvass all citizens irrespective of creed, business or politics, whether educated or illiterate. To ignore any class is to imply its indifference to education and frequently to make its leaders hostile when they might well have been enthusiastic friends. Enlist the support of the teachers, and through them, of the children and parents. Literary societies, Chautauqua circles, De-

bating and Women's Clubs should be earnest champions of the movement. The local newspapers will be found to be a powerful agency in enlisting and sustaining interest in the measure.

Herewith are presented some of the reasons which have found weight in other States where the success of the free public libraries is no longer questioned and where, even in the smallest communities, it has long passed the stage of experiment.

REASONS FOR HAVING A FREE PUBLIC LIBRARY.

The public libraries have without delay become an essential part of a public education system and are as clearly useful as the public schools. They are not only classed with schools but have generally become influential adjuncts of the Public Schools. The number of readers is rapidly increasing and the character of the books is constantly improving.

The economical reason for establishing free public libraries is the fact that public officers and public taxation manage and support them efficiently and make them available to the largest number of readers. By means of a free library there is the best utilization of effort and of resources at a small cost to individuals. A private library may greatly delight and improve the owner and his immediate circle of friends, but it is a luxury to which he and they only can resort. A library charging a fee may bring comfort to a respectable board of directors by ministering to a small and financially independent circle of book-takers, by its freedom from the rush of numerous and eager readers, and by strict conformity to the notions

and vagaries of the managers. But such a library never realizes the highest utility. The greater part of the books lie untouched upon the shelves and compared with the free library it is a lame and impotent affair. A school library is reasonably limited to the few who happen to be connected with the school, but has no wide and general influence. Undoubtedly it improves the school, and reaches the children and through them the community, but it has no activity beyond this, which is its natural limit. The books of a public library actively pervade the community; they reach and are influential with very large numbers; the utility of the common possession—books—is multiplied without limit. Before many towns is the problem of opening to all what is now limited to those who pay a fee. This is not merely a limitation but practically a prohibition. Whether right or wrong,—and that we need not now discuss,—human beings as at present constituted will not frequent in large numbers libraries that charge a fee. The spirit of the age and the tendency of liberal communities are entirely in favor of furnishing this means of education and amusement without charge. Certainly towns which can maintain by taxation, paupers, parks, highways and schools have no reasonable ground for denying free reading to their inhabitants.

These towns spend vast sums of money in providing education, and yet omit the small extra expenditure which would enable young men and women to continue their education. The experience of the Library Commission of our other States has amply demonstrated that libraries and literature are sought for and appreciated quite as much by rural communities as by the larger towns, and not unfrequently

the appreciation is apparently keener because of the absence of interests and amusements other than those provided by the library. There is no real reason why every part of this State may not enjoy the advantages and pleasures of book distribution, for concentration of effort in the small towns elsewhere has provided efficient, attractive and economical libraries, and could as well do so here.

Not unfrequently the objection is heard that the public libraries are opening the doors to light and useless books; that reading can be, and often is, carried to a vicious and enervating excess, and therefore that the libraries' influence is doubtful and on the whole not good. This argument does not need elaborate exposure. The main purpose of the library is to counteract and check the circulation and influence of the empty and not infrequently vicious books that are so rife. A visit to the news-stands will disclose a world of low and demoralizing "penny dreadfuls" and other trash. These are bought by boys and girls because they want to read and can nowhere else obtain reading material. This deluge of worthless periodicals and books can only be counteracted by gratuitous supplies from the public library. Whether these counteracting books be fiction or not, they may be pure and harmless, and often of intellectual merit and moral excellence. The question is not whether people shall read fiction—for read it they will—but whether they are to have good fiction instead of worthless and harmful trash.

The tendency to read inferior books can soon be checked by a good library. If the attention of the children in school is directed to books, and the free library contains such books, there will be no thought of the news-stand as the place for finding literature.

An important point to be considered is that Delaware's public libraries are to be permanent and growing institutions. A stationary library is soon exhausted by every active reader, and afterwards fails to offer that novelty which is one of the strongest inducements to reading, but our law has been wisely so drawn that those towns which once decide in favor of having free libraries bind themselves to annually make appropriations to forever maintain them afterwards, and by this means the law has provided for yearly additions of new books. The collection of books once formed and steadily enlarged will place these experimental libraries beyond the reach of change, beyond the doubts and fears of to-day, and will justify the hopes and aspirations of their promoters. If one or two hundred books can be added to each small library annually, it requires little computation to make it plain that allowing for loss and wear, at the end of a decade or two, there must be many large and useful libraries. To them as a visible nucleus will be attracted gifts and legacies, and with the current of popular attention constantly directed to them, and with the children passing through them on their way to the activities of life, they are certain to become the centers of the intellectual life of people. "Libraries are needed to furnish the incentive and the opportunity for wider study to the pupils of the schools, to teach them 'the science and art of reading for a purpose,' to give each child with a hidden talent the chance to discover and develop it; to give to each workman and artisan a chance to know what his ambitious fellows are doing; to give to tired men and women—weary and worn from treading a narrow round—excursions in fresh and delightful fields; to give to clubs for study and amusement materials

for better work ; and last, but by no means least, to give wholesome employment to all classes for those idle hours that wreck more lives than any other cause."

WHAT A FREE LIBRARY DOES FOR A COUNTRY TOWN.

CONNECTICUT PUBLIC LIBRARY DOCUMENT, 1895.

1. It keeps boys at home in the evening by giving them well-written stories of adventure.
2. It gives teachers and pupils interesting books to aid their school work in history and geography, and makes better citizens of them by enlarging their knowledge of their country and its growth.
3. It provides books on the care of children and animals, cookery and housekeeping, building and gardening, and teaches young readers how to make simple dynamos, telephones and other machines.
4. It helps clubs that are studying history, literature, or life in other countries, and throws light upon Sunday-school lessons.
5. It furnishes books of selections for reading aloud, suggestions for entertainments and home amusements, and hints on correct speech and good manners.
6. It teaches the names and habits of the plants, birds and insects of the neighborhood, and the differences in soil and rocks.
7. It tells the story of the town from its settlement, and keeps a record of all important events in its history.
8. It offers pleasant and wholesome stories to readers of all ages.

TOWN LIBRARY COMMISSIONS.

The law provides that these bodies shall be composed of nine members, who may be either men or women. As the management of a public library calls for the exercise of many kinds of intelligence and ability besides those used in the judgment of books, it is in the highest degree important that great care should be taken in the selection of these members, and some of the number should assuredly be chosen because of eminence in executive ability, of business sagacity, and of unblemished integrity in political power, as well as for knowledge of books. The library in fulfilling its highest functions will continually be brought into relations with its community which will require the active use of each one of these qualities as well as many others equally practical, and capacity and willingness to work are more useful than a taste for literature without them. Last, but by no means least, "the possession of that tolerant temper which allows a man or woman to work harmoniously and effectively as a member of a board, where individual opinions and desires must always be balanced and modified by the will and wisdom of the majority, is also a very necessary endowment for such a position." If possible try to have the interests of various sections of the town represented and let neither church nor politics affect the choice of library commissioners.

BY-LAWS SUGGESTED FOR TOWN LIBRARY COMMISSIONS.

1. OFFICERS. The officers of the Town Library Commission shall be a President, Vice-President and

Secretary, who shall be elected annually from its own members.

The President shall perform the duties generally pertaining to that office, and in conjunction with the finance committee shall make an estimate at the close of each fiscal year of the probable expenses for the ensuing year, and submit the same to the Commission for its action.

The Vice-President shall in the absence or disability of the President, perform all the duties of the President.

The Secretary shall record all the official actions of the Commission and have custody of all its official books, records and accounts except those in current use by another officer.

2. MEETINGS. The regular meetings of the Commission shall be on the _____ of each month at _____ P. M. at _____.

The annual meeting shall be on the _____ of _____ in each year.

Special meetings shall be called by the President or by request of any two members of the Commission for the transaction only of business stated in the call.

Five members shall constitute a quorum.

3. COMMITTEES. At the annual meeting the President shall appoint standing committees as follows: A committee of _____ members on books and supplies, a committee of _____ members on finance, and a committee of _____ members on buildings and premises.

The committee on books and supplies shall supervise the selection, buying, exchange and binding of

books and periodicals, and have general supervision of the administration of the library and reading room.

The finance committee shall have charge of all library finances, and examine and report upon all bills against the Commission, and make an annual investigation of and report upon the library fund in the hands of the Town Treasurer.

The committee on buildings and premises shall have general charge of the heating, lighting and arrangement of the rooms, and the care of the fixtures and furniture.

4. CLAIMS. All claims against the Town Library Commission must be presented at a meeting of the Commission and referred to the committee on finance for investigation and report. The President and the Secretary shall draw orders upon the Town Treasurer for the payment of bills which the Commission orders paid.

5. LIBRARIAN. The Librarian shall have charge of the library and reading room and be responsible for the care of the books and other library property ; classify and arrange all books and publications and keep the same catalogued according to such plans as may be approved by the Town Library Commission ; promptly report any delinquencies to the committee on books and supplies ; keep exact account of all monies received from fines and other sources and report all amounts to the Commission at its regular meetings in _____, _____, _____, _____, and pay all balances to the Secretary at the designated meetings, and discharge such other duties as may be prescribed by the Town Library Commission, provided that in the performance of such duties she

shall not incur debt or liability of any kind without express authority from the Commission.

NOTE. Many small libraries will find it sufficient to hold regular meetings once in two or three months. When the library's receipts from fines are light, the librarian might be allowed to retain them for some time, and pay very small bills for postage, etc. from them. When settling with the Secretary she may pay the full amounts and be given an order for the amount of her expenditure. The Secretary should pay the balance to the City Treasurer before the time of the final meeting and report.

When a library commission receives considerable sums of money from other sources than from public taxation, it may be advisable to elect a Treasurer from its own members, and in such a case that officer should give adequate bonds.

Many libraries call in all their books by July 1st each year for the annual inventory to be taken before making up the annual report to be presented to the Town Council. If an accurate charging system is used it is not really necessary to recall the books.

THE LIBRARIAN.

Upon this subject we can do no better than to quote from the Wisconsin Library Commission's Handbook. Its presentation of the requirements for a librarian has received cordial endorsement from other State Library Commissions all over the country, and from all librarians, and while it may be impossible for Delaware's Town Library Commissions, in every instance, to act upon the advice contained

in the following extract, its general trend must be kept in mind if the libraries are ever to attain their highest usefulness and noblest ideals.

“The usefulness of the library will depend upon its librarian and the greatest care should be exercised in selecting that officer. She should not be chosen because she is somebody’s aunt, because she is poor and deserving, because she is kindly, because she belongs to a certain church or literary society, nor even because she has a reputation as a reader of books. She should be engaged even before the general character of the library and plan of administration have been determined. She should have culture, executive ability, tact, sympathy for children and some knowledge of library methods. Save money in other ways but never by employing a forceless man or woman as librarian. Trained librarians are best, but if you have but little money and must be content to employ some local applicant without experience, insist that the appointee shall immediately make an intelligent study of library methods in some small library in a Summer school of library science or in a library school. She should become imbued with “library spirit” and be keenly alive to the tremendous possibilities of her work. She should learn how to get help from other librarians, and from the vast store of library experience found in books, when she is puzzled by professional problems.

Few persons in a community have such great opportunities as the librarian. She may shape the reading, and so the thoughts, of hundreds of impressionable children. She should be a leader and a teacher, earnest, enthusiastic and intelligent. She should be able to win the confidence of children and

should be wise to lead them by easy stages from good books to the best. Children and the best children's books should be her constant associates and friends. When a board of directors can secure such a librarian they may wisely afford to employ her even if her salary eats up a large proportion of the income. A librarian should be in fact, as well as in theory, the responsible head of the library and should be consulted in all matters relative to its management. Directors should impose responsibilities, grant freedom and exact results."

Should the Town Library Commission deem it impossible to pay for the services of a trained librarian, they will surely be able to find in every community some young woman of good education and pleasant manners and address, whose tastes would lead her to undertake her work in the right spirit at least, and for such a one the six weeks of training in one of the Summer training schools (a list of them will be found at the back of this book) would be the means of her undertaking her work with an intelligence, helpfulness and enthusiasm which would prove invaluable to the interests of the library.

It would also be wise to engage the services of a trained organizer from one of the library schools for a few weeks at least, to guide and assist the librarian in beginning the work, for if it is done properly at first it will not need to be done over again at greater expense of time and money at a later stage of the work after the library has grown as it needs must with its yearly appropriations from town and State.

Advice and information with regard to permanent librarians, their terms, etc., can also be best obtained

by application to the library schools, of which a list will be found at the end of the handbook.

To the librarian herself may be quoted this advice from one of the strongest and most original of America's librarians,—Mr. John Cotton Dana: "Be punctual; be attentive; help to develop enthusiasm in your assistants; be neat and consistent in your dress; be dignified but courteous in your manner. Be careful in your contracts; be square with your board; be concise and technical; be accurate; be courageous and self-reliant; be careful about acknowledgments; be not worshipped of your work; be careful of your health. Last of all, be yourself!"

GENERAL POLICY OF A LIBRARY.

Make the regulations few and unobtrusive. Let the atmosphere of the library be cheerful and orderly, and insist that librarian and assistants shall treat every one, young or old, ignorant or educated, with a uniform obliging courtesy. Have open shelves and give the public free access to the books. They like to handle and examine the books and it is a valuable part of their education that they should do so. One may well "give the people at least such liberty with their own collection of books as the bookseller gives them with his. Trust the American genius for self-control. Remember the deference for the rights of others with which you and your fellows conduct yourselves in your own homes, at public tables, at general gatherings" (*J. C. Dana*), and remember always that the library can only perform its high functions in proportion to the use it receives.

People will go to a library because they like to go and not because some one else thinks they ought to, and any policy which imposes unnecessary checks upon the public will help to render the libraries by just so much the less agreeable and will seriously lessen their usefulness. Such rules and regulations as are passed should be enforced, but see to it that they are as few and as little annoying to the public as possible. It cannot be too strongly impressed upon those in charge of libraries that the work of greatest consequence in a free public library will probably not take the form of inspiring a book output which is the result of careful research or which will be a valuable contribution to science, art or industry, but rather in the general and gradual elevation of intellectual tone in our small communities, the stimulation of an enquiring spirit, an interest in the thought of the world, and in broadening the minds of common and commonplace people. The free public library is the school of the many, but if the many play truant it will not be an effective school—they must work in it, play in it, handle its books, and by so doing come to know them, love them, use them, and gain wisdom from that use.

It is strongly urged that all Delaware's free town libraries should extend their privileges fully and cordially to their country neighbors, and that, should the Town Library Commissions feel it necessary to exact a fee for this extension of the privileges, they will endeavor to make the fee as small a one as possible.

READING ROOM AND PERIODICALS.

Wherever there is a possibility of a reading room there should be one in connection with the library, for they often prove its most attractive feature. The general atmosphere of the room should be as quiet, cheerful, orderly and inviting as possible. There should be no signs commanding the users of the library to do or not to do various things. If the librarian finds that patrons abuse their privileges, or are noisy or otherwise inconsiderate of the rights of others, she must try to tactfully bring about the change she requires, and she may occasionally post a notice courteously requesting it. Signs giving helpful information to readers are of course permissible, but it should be seen to that they harmonize with the furnishing of the room and are clean.

Gray or some other neutral tint is usually preferable to white card board for all such signs. For use in the reading room, a village library ought to keep the files of local papers and if the funds permit the expenditure, one or two dailies or a weekly from the nearest large town. It would scarcely be expedient to go further in this direction—the money used could be more usefully applied elsewhere. It may be suggested that local editors are often willing from motives of civic pride, to give the local libraries copies of their papers free of charge, and they would unquestionably be the more inclined to do so were they assured that the files would be kept for reference.

To attract children it would be wise to have a few good juvenile magazines—say *St. Nicholas* and *The Youth's Companion*—and as for the standard and popu-

lar monthlies and quarterlies, there should be no question as to taking them—they are a necessity. Whether the library has a reading room or not, these should be taken as freely as the library funds admit.

They furnish us with the best fiction, the best poetry, the best essays, the best discussions of all subjects old and new; the latest science, and beyond all this they draw us into relation with the great outer world and the current of human interests in all fields and on all subjects. It will do far more to stimulate the mental life of a community and to broaden its horizon, deepen its sympathies, awaken its observation and encourage its aspirations, if the village library diverts a part of its book fund from acquiring inferior books, and more especially inferior novels, to the purchase and care of good periodicals. These not only play the part of inciting and creating interests of various sorts, but they are most valuable for reference work. In the better class of reviews, one who knows how to look will find both sides of almost any subject in articles often written by the most eminent students of that subject, and in a language intelligible to all. This mine of information is opened to the reader in small libraries by the use of Poole's index, abridged, indexing to the close of 1900, and by the Reader's guide to periodical literature (Wilson, Minneapolis, \$1.00 a year) indexing to date. By means of these indices a library has the equipment for tracing almost any magazine article wanted. The new index to *St. Nicholas*, published by the Cumulative Index Co., Cleveland, for \$4.00, would be simply invaluable to teachers and children in any library so fortunate as to own even a partial set of the 27 bound volumes which compose that

children's treasure house, and it would often be of service to others seeking a familiar and untechnical treatment of many topics.

More than one struggling little library has been enabled to hold its own with its small public by means of two or three sets of periodicals, and has been enabled by their means to accomplish work which could not have been so well done by the aid of many professed books of reference, the purchase of which would have exhausted the entire book fund. "Given Poole's index and a complete set of *Littell's Living Age* and of *Harper* more work can be done than with twice the number of reference books not periodicals" says Frederic Winthrop Faxon, sec'y of the A. L. A.

Post a list of the periodicals regularly received by the Library in the reading room, and also a list of those bound in files, and of those taken which are indexed in "Poole," the "Cumulative Index," or in the "Reader's Guide" or in the St. Nicholas Index if you possess the indices. These three lists might be neatly type written on one page, if the list is a small one, or on two or more fastened together if larger. It might be well to send a copy of these lists to your local papers annually, and to ask their readers to cut out and keep the slips. Post these lists and those recording additions of new books, or reading lists on some subject of local or of passing interest, in the schools, in R. R. stations, in the hotels, the shop windows, or wherever they might call attention to the fact that the library is trying to serve its community.

The custom of circulating the unbound back numbers of current magazines is growing in favor in American

libraries, though the readers are generally not allowed to keep them more than three days or a week, and without the privilege of renewal. If this is done, the magazines should be put in binders made to fit the magazine, and marked both with its and the library's name, in order to identify it as the library's property and to keep the magazine clean and smooth.

A careful record should be kept of each magazine ordered, of whom ordered, of the cost of subscription, and of the dates when ordered, when the subscription begins and expires, and of the agency's receipted bill. The Commission recommends the system of record described in "Hints to small libraries." It will be found compact, economical and accurate.

It is best and most economical both of time and money to order periodicals through an agency (addresses of several are given at the end of this book) and to arrange that subscriptions shall coincide with the calendar year, disregarding the volume arrangements of the publishers. From 5 to 20 per cent. can often be saved on the cost of periodicals by ordering them in this way through a reliable subscription agency.

PERIODICAL INDICES.

Poole, W. F. and Fletcher, W. Poole's Index to Periodical Literature. Houghton.

In a small library having bound periodicals of recent date, only the last volume alone will be sufficient.

Cumulative index, 23 Euclid Ave., Cleveland, Ohio. \$5.00. A fortnightly index, which may not be needed by very small libraries. It cumulates the

entries of the previous numbers of 56 magazines from Jan. 1st to date.

Reader's Guide to Periodical Literature. H. W. Wilson, Minneapolis, Minn. \$1.00. Each month's issue cumulates the entries of the previous numbers of 19 magazines, covering the period from Jan. 1st to date.

Index to St. Nicholas. Cumulative Index Co., Cleveland, Ohio. \$4.00.

LIBRARY MANAGEMENT.

Libraries started with an assured income, with a right spirit, a good librarian and entertaining books, can hardly fail of success. Many problems will arise as the library grows, but much help in solving them may always be obtained from the experience of other libraries. Therefore it is most necessary for those engaged in organizing libraries to get thoroughly into touch with their co-workers in other libraries in order that they may be able to take advantage of the store of accumulated experience thus to be obtained.

It is usually better not to begin by projecting great plans at the outset, but to make a beginning, however small, and to "cross your bridges as you come to them" is a very good general rule for the village library. Whatever it succeeds in doing becomes a fulcrum for further efforts and will aid and illustrate the arguments for interesting people in the work. In newspaper and other notices of the library, it will often be found wiser to refrain from figures and to give only general statements as to what it has accomplished and what it hopes to do.

As regards the details of management, no Town Library Commission can do better than to adopt in general the advice contained in Miss Mary Wright Plummer's "Hints to small libraries" of which a copy will be presented by the State Library Commission, to any free public library of Delaware which will apply for it. The plans laid down in this very admirable little work are capable of expansion to meet the needs of rapidly growing libraries and the means and methods Miss Plummer describes are at once economical, practical and liberal. Readers are referred to this book for explanation of the technical terms in the series of recommendations that follow :

CLASSIFICATION. The Commission recommends that the Dewey Decimal system of classification be adopted in all town libraries, however small, as being more widely used than any other, as being "less expensive ; more easily understood, remembered and used ; practical rather than theoretical ; brief and familiar in its nomenclature ; best for arranging pamphlets, sale duplicates and notes, and for indexing ; susceptible of partial and gradual adoption without confusion ; more convenient in keeping statistics, and checks for books off the shelves ; the most satisfactory adaptation of the card catalogue principle to the shelves. It requires less space to shelve the books ; uses simpler symbols and fewer of them ; can be expanded, without limit and without confusion or waste of labor, in both catalogues and on shelves, or in catalogues alone ; checks more thoroughly and conveniently against mistakes ; admits more readily numerous cross references ; is unchangeable in its call numbers, and so gives them in all places where needed ; in its index affords an-an-

swer to the greatest objection to class catalogues, and is the first satisfactory union of the advantages of the class and dictionary systems"—it is, on the whole, as elastic and satisfactory as any known system of classification and is to be had already worked out and printed in a convenient and intelligible and inexpensive form.

The "Abridged Decimal Classification and Relative Index" will be found the most satisfactory for libraries of not more than five thousand volumes, and its use allows of easy expansion into the unabridged form should the change prove necessary. (Library Bureau, pr. \$1.00.)

AUTHOR BOOK NUMBERS. The Commission recommends the use of the "Cutter Book Numbers," the tables of which can be had from the Library Bureau (pr. \$1.00) with full explanations of how to use them. A little attention will make the system easy to apply. Somewhat simplified explanations will be sent by the State Library Commission with Miss Plummer's "Hints to small libraries." The use of these tables in assigning distinguishing book numbers greatly facilitates the arrangement of all the books in a given group or class in the alphabetical order of their authors' names, both on the shelves and in the catalogue, and they are a great convenience to the librarian, and if free access to the shelves is allowed, to the public also.

CATALOGUE. The Commission strongly recommends that all libraries should keep their catalogues on cards. The public will immediately ask for printed lists or catalogues, but only the richest institutions can afford to have them. They are very expensive, are out of date before issued, they cannot

often be sold; they require training and expense to make properly, and the money and time they had far better be expended otherwise. Prior to new books in the newspapers and save the Post them in the library. Send them to the reading, study and debating clubs, and to clubs, the P. O., the R. R. stations—anywhere everywhere in short, where they may call attention to the fact that the library lives and grows. Throw your time, skill, energy and money into the making of a full card catalogue; keep it up to date, give the public access to it; teach them how to use it and you will find the printed catalogue obsolete. The Commission recommends using the "Dictionary form of card catalogue, on '33 l. standard cards," (Library Bureau, \$2.25 per 1,000), and to the cataloguing rules given in Dewey's "Library School Rules." (Library Bureau, \$1.00.)

Here it will suffice to say that in a dictionary catalogue, authors, titles and subjects are placed in alphabetical series, and it will be readily seen that great a convenience this might be in a library remembering the author, but not the name of the subject of some desired book, or knowing the subject neither title nor author, or the title and subject nor author—could, on consulting the catalogue in the light of the one piece of information possessed, immediately supply the missing link and learn where in the library his book might be found.

Full explanation of a dictionary catalogue is given by its inventor, Mr. Charles A. Cutter, of the Library, Northampton, Mass., can be procured by application to the U. S. Bureau of Education under the title of "Cutter's Rules for a dictionary catalogue."

public. It might
readers that they
The perma-
es will depend
books, and the
efore it is impor-
ldren, should be
with care. Try,
ke any one afraid
habit of reading
at than the saving
ed, but if you take
n this matter, most
will readily appre-
of giving the care
s be true when it
ies, preference will
ich return them in
the amount of use

ght on the shelves or
In returning the
rely that they can-
s. If the leaves of
ue them (unless you
position again), but
till the library is re-
persist in soiling the
them until you write
ons. Where the cost
ue, you should collect
or damaged unduly,
o write to the Com-

often be sold ; they require training and experience to make properly, and the money and time they cost had far better be expended otherwise. Print lists of new books in the newspapers and save the slips. Post them in the library. Send them to the schools, the reading, study and debating clubs, and women's clubs, the P. O., the R. R. stations—anywhere and everywhere in short, where they may call attention to the fact that the library lives and grows. Then put your time, skill, energy and money into the making of a full card catalogue ; keep it up to date ; give the public access to it ; teach them how to use it, and you will find the printed catalogue unneeded. The Commission recommends using the "Dictionary" form of card catalogue, on "33 l. standard catalogue cards," (Library Bureau, \$2.25 per 1,000), according to the cataloguing rules given in Dewey's "Simplified Library School Rules." (Library Bureau, \$1.25.)

Here it will suffice to say that in a dictionary catalogue, authors, titles and subjects are placed in one alphabetical series, and it will be readily seen how great a convenience this might be to a reader who remembering the author, but not the name nor subject of some desired book, or knowing the subject but neither title nor author, or the title and neither subject nor author—could, on consulting the catalogue in the light of the one piece of information he did possess, immediately supply the missing links, and learn where in the library his book might be.

Full explanation of a dictionary catalogue by its inventor, Mr. Charles A. Cutter, of the Forbes Library, Northampton, Mass., can be procured on application to the U. S. Bureau of Education, for Cutter's Rules for a dictionary catalogue, 1891, p. 99—

103. These rules have been adopted by the American Library Association.

NOTE. The Library of Congress is now prepared to furnish copies of any of the catalogue cards which it is now currently printing or which it has heretofore printed so far as copies for these can be supplied from stock.

This will include :

- (a) Books currently copyrighted under the laws of the U. S.
- (b) Miscellaneous material so far as acquired by it.
- (c) All other books in its present collection as these are reached in the process of reclassification.

These cards are author cards only, but in the following groups at least, subject headings will be suggested, and on all they may be prefixed with pen or type-writer to the author cards to form subject cards.

- 1. Copyrighted books.
- 2. Bibliography and library science.
- 3. American history.
- 4. Each new group as reclassified.

COST. The charge will be based upon the cost of the extra copies plus 10 per cent. It will not exceed 2 cents for a single copy of a single card, and $\frac{1}{2}$ cent more for each additional copy, and less if the order is received before the cards are printed.

ORDERING. Delaware libraries should send their orders through Mr. George F. Bowerman, Librarian of the Wilmington Institute Free Library, and member of the State Library Commission of Delaware. Mr. Bowerman will give subscribing libraries any

further information on the subject that they may require.

SHELF LIST. The Commission recommends that all libraries should keep a shelf list on cards (32 l. size being much the best for this purpose, Library Bureau, \$1.60 per 1,000.) It is a catalogue of all the books in the library arranged in the order in which they stand on the shelves—a subject index of the library,—and is indispensable to the proper administration of one, for the work of stock taking, and of correctly class-numbering and author-numbering new books. Very clear and simple rules for making a shelf list will be found in Dewey's "Simplified Library School Rules," p. 65.

REGISTRATION OF READERS. In small towns where the librarian can generally know of her own knowledge the character and standing of the persons who will apply for books it will be undesirable and unnecessary for a small library to burden itself with a guaranty system which would but involve double work in the cases where fines must be collected for the loss or undue detention of books.

A numerical register of borrowers might well be kept in a book, each page of which is headed by a printed agreement to pay all fines due by the borrower and to obey the rules of the library. Each applicant signing his name below this agreement will thus have given his pledge. The lines of this book should be numbered consecutively, each number representing a borrower, and his signature and address—if the town has numbered and named streets—should follow on the same line. The date should be written each morning before any new names are added. Each person's number and the date of the

expiration of his privileges should be written on his card. It is usual to require borrowers to renew their library agreements every one or two years. If, for any reason, a borrower should be deprived of his privileges, the fact should be entered in the registration book after his name. If red ink is used for this purpose, it will assist the eye in noting the record. In order to form an idea of how many people are using the library at any given time an account of the expiration and renewals of library privileges should be kept.

FINES. The assessment and collection of fines is one of the most disagreeable and difficult of a librarian's duties, but in order to make it as little unpleasant as possible, it should be done promptly and firmly without respect of persons. Lost books should be paid for at their original cost in order to compensate the library not merely for their loss but for the additional work of replacing them.

CHARGING SYSTEM. The Commission recommends the following charging system as being rapid and accurate and requiring but little of the public:

(a) **BORROWER'S CARD.** On a card (33a charging card, Library Bureau, \$2.00 per 1,000), known as the reader's or borrower's card is written in the upper left hand corner the borrower's number (see Registration Book), and in the upper right hand corner the date of the expiration of his library privileges. On the line below, his surname followed by his given names. On the line below that, his address. These cards should be filed alphabetically by the borrower's name in a "tray" kept for that purpose (see Library Bureau catalogue.) When he desires to borrow a book, this card should be found and the date of issue

written in the first vacant space below his name and address. In the vacant space next to the right should be written the call number (consisting of both class and book number) of the book he takes, and the card filed again until the book is returned, when the card should be found and the date of return entered in the vacant space next to the right of the call number. No spaces or lines should be skipped or omitted, and when the face of the card is full, the back should be used in the same manner. When necessary to make a new card for a borrower, it should be marked "card 2," and so on, and the old cards filed for statistics.

(b) BOOK CARD. Each book in the library should have a card similar to the borrower's card, but of a different color in order to avoid confusion (these can be bought in ten colors of the Library Bureau. The Commission uses a white borrower's card and a blue book card in its traveling libraries). On the book card the class number should be written on the left side of the top line, and the book number on the right. On the line below should be written the author's surname, and on a third line a brief title of the book. In the back of each book, inside the cover, should be a pocket consisting of a plain square of white paper pasted at the sides and lower edge, and large enough to admit of the book card's being slipped in and out readily. In this pocket the book card is kept while on the shelves. Book pockets can be obtained in many forms and at various prices, but the Commission find the plain white squares (4x4 ins.) used in their traveling libraries entirely satisfactory, and they cost about 50c. a thousand from any stationer or printer.

When a book is borrowed the book card should be withdrawn from its pocket and the date of issue should be entered both on the pocket, and in the first vacant space below the title on the card. The reader's number (always to be found on his card) should be written on the card in the next space to the right, and then filed in a box similar to that in which the borrower's cards are kept. At the end of the day the book cards should be arranged in the order of their class numbers first, and then alphabetically by the book numbers. Then they should be filed away by date, the days being separated by guide cards or by thin pieces of wood bearing the number of the day in the upper left hand corner. These pieces of wood should be taller than the cards when standing upright in their tray. One division of the tray should be used for the cards of books which are out over time, and, if the librarian chooses, this division might be subdivided for books overdue one week or less, the next for books overdue between one or two weeks, etc. When the borrower brings his book back, the book card is found by means of the date on the book pocket, and as soon as the date of return has been entered on the borrower's card as before described, the book card is put in its pocket and the book on the shelf. It is best to do this at once if possible, but it may happen that several people will be waiting to borrow or return books, in which case, the librarian may lay the returned book aside until she has leisure to attend to it. Should the borrower desire to take another book, however, his card must be found immediately, and the date of return of his book entered on it before he can take another.

This, doubtless, appears very complicated as read,

but it is a system in use in many progressive libraries and in practice will be found very simple and rapid as soon as the librarian is accustomed to it.

From the book card the borrower's number is found and if necessary to look up his name the registration book will give it. In a small library the librarian will seldom find this necessary as she soon becomes familiar with the names and faces of the readers. This charging system answers many questions quickly and accurately. Is 920-D65 on the shelves?—No.—Who has it?—(Look through the charging tray) 150 has it.—Who is 150? (Look in the registration book).—How long has 150 had it? Since February 14.—Has Mary Smith a book? (Look in tray arranged by borrower's surnames). Yes.—What book?—920-D65.—How long has she had it?—Since February 14.

TWO BOOK SYSTEM. The Commission recommends permitting readers to borrow two books at a time if they wish, of which but one shall be a novel. This system has proved very successful in inducing library patrons to read a much larger proportion of books of history, biography, travel, science and literature.

SUGGESTED RULES FOR READERS IN SMALL LIBRARIES.

Rules should be as simple and as few as possible and should be designed not to restrict liberty but to restrain license, and to make the use of the library equally easy and pleasant for every one.

1. (a) READERS. Upon signing the agreement any resident of ——— may borrow books from the

—— Free Public Library so long as he complies with the rules.

(b) Persons not residing in —— may be entitled to the privileges of the library upon the payment of —— per year, and after signing the agreement to comply with the rules, at the discretion of the librarian.

AGREEMENT.

Being a resident of —— I hereby agree as a borrower from the Free Public Library of —— to pay promptly any fines due from me for over-detention of books, or for injuries of any kind beyond reasonable wear to any book while it is charged to me.

2. BOOKS. Two books not fiction, or one of fiction and one not fiction, may be borrowed at a time. Two volumes of the same work are considered as one book.

3. FINES. A fine of one cent a day including Sunday and legal holidays shall be paid for each book kept overtime. No book shall be lent to any one to whom a book or an unpaid fine is charged.

4. RESERVES. A reader wishing a book already loaned another person, may have it reserved for him for forty-eight hours after its return, on request to the librarian.

5. RENEWAL. A reader returning a book which has not been reserved, may renew it for two weeks.

6. INJURIES. Notes, corrections of the press, marks of any kind, or turning down of the leaves, are expressly forbidden, and all losses or injuries beyond reasonable wear, however caused, must be promptly adjusted to the satisfaction of the librarian by the person to whom the book is charged.

LIBRARIANS' MONTHLY REPORT.

In every well-managed library, a monthly report should be prepared for the Town Library Commission in order that it may be kept informed as to the activities of the library. These reports should always contain the same items each month in order to insure accuracy in the library statistics. The following form suggested by the Iowa Library Commission presents the necessary details in a very compact and intelligible manner :

FREE PUBLIC LIBRARY, DELAWARE.

LIBRARIAN'S REPORT FOR MONTH OF —, 190 .

ADDITIONS.

Books purchased. _____
 Books given. _____
 Magazines bound. ————
 Books rebound. _____
 Books wornout or withdrawn. _____
 Books repaired (in the library). ————
 New readers registered. _____

CIRCULATION.

Number of books issued. _____
 Number of days open for issue of books. ————
 Average daily circulation. _____
 Largest daily circulation. _____
 Smallest daily circulation. _____
 Percentage of fiction circulated. _____
 Number of visitors to reading room and reference room. _____

RECEIPTS.

Fines on overdue books. _____
 Damaged or lost books. ————
 Cards to non-residents. _____

CLASSIFIED REPORT.

	Addition.	Circulation.	Per Cent. of Circulation.
General Reference Books and Periodicals . . .			
Philosophy			
Religion			
Sociology			
Philology			
Natural science			
Useful arts			
Fine arts			
Literature			
History			
Travel			
Biography			
Adult fiction			
Juvenile fiction			
Foreign books			
Current periodicals . .			
Total			

____LIBRARIAN.

ROOMS, BUILDINGS AND FIXTURES.

As a rule it will be found wiser to adopt temporary quarters while the Library Commission and librarian gain experience, and the library's needs define themselves. Should the library be so fortunate as to possess a building fund it will do no harm to let it

accumulate and too great haste in this matter is likely to do a great deal. If, however, the question of building arises it will be found in every case more satisfactory and economical to employ a really competent architect. The best of these charge but very little more than the worst—about 5% of the cost of the building—and the price of this commission will be more than saved to the library in various ways by their employment. Much valuable information on library architecture is to be found in the volumes of "Public Libraries," with bibliographies of the subject, and no plans should be made before it has been carefully studied by both the Library Commission and the librarian.

While no specific plan can be recommended that would suit every library, there are a few general rules which are endorsed by the library profession as a whole which have been summarized as follows:

"A library building should be planned for library work.

Every library building should be planned especially for the kind of work to be done, and the community to be served.

The interior arrangement ought to be planned before the exterior is considered.

No convenience of arrangement should be sacrificed for mere architectural effect.

The plan should be adapted to probabilities and possibilities of growth and development.

Simplicity of decoration is essential in the work rooms and reading rooms.

The building should be planned with a view to economical administration.

The rooms for public use should be so arranged as to allow complete supervision with the fewest possible attendants.

There should be throughout as much natural light as possible.

Windows should extend up to the ceiling to light thoroughly the upper part of the room.

Windows in a book room should be placed opposite the intervals between book-cases.

In a circulating library the books most in use should be shelved in floor cases close to the delivery desk.

A space of at least five feet should be left between floor cases. (If the public is excluded, 3 feet is ample).

No shelf, in any form of book-case, should be higher than a person of moderate height can reach without a step-ladder.

Shelving for folios and quartos should be provided in every book room.

Straight flights are preferable to circular stairs.

The form of shelving which is growing in favor is the arrangement of floor cases in large rooms with space between the tops of the book-cases and ceiling for circulation of air and the diffusion of light.

Modern library plans provide accommodations for readers near the books they want to use, whatever system of shelving is adopted."

Avoid having more partitions than you can dispense with—they take away from the sense of openness and space a library room should have.

The simpler and less ornate the furniture, fittings and decoration of a library room, the better.

Single shelves should not be more than 3 ft. x 7 ½ ins. and 10 inches should be allowed between shelves. Shelves should be movable and easily adjustable. If in the form of a book case it will be best not to have them more than 7 ft. high.

For cases, furniture, catalogue cases, cards, trays and all manner of labor saving devices consult the catalogue of the Library Bureau.

FITTINGS AND SUPPLIES.

It is the truest economy in the long run to provide the best labor saving equipment, even at a greater first cost. These town libraries must grow, and the management will soon come to recognize that they have made a mistake if they have not made the necessary sacrifice to obtain the adequate "tools of the trade" at first. It should be borne in mind that these first expenses are similar to the equipment of a school room with its desks, seats, blackboards, etc. They are expenses to be incurred but once and they are essential to the work to be performed. All those supplies and stationery *peculiar* to the proper administration of a library had best be bought of the Library Bureau, if disappointment and ultimately greater expense are to be avoided. There is a branch office at 112 North Broad St., Phila., and its invaluable catalogue can be obtained for the asking and should be carefully examined by all librarians and Boards of library management.

SELECTION AND PURCHASE OF BOOKS.

If possible the selection of books should rest with the librarian under the general supervision of the Library Commission or Book Committee. In making a selection it will not be wise to consider merely the amount of money in hand to be expended, but also the sums which will probably be available for each succeeding year. The choice should be influenced by the occupations and leading interests of the community, its character, and average intelligence and habits.

The initial collection of a library may well be based upon the subject list of the catalogue of the "A. L. A." Model Library of 5,000 volumes shown by the American Library Association at the Columbian Exposition, 1893 (U. S. Bureau of Education, Washington, D. C. Free.), and to a large extent its books should also be included in any town library, though it will be necessary to substitute more recent books in many cases. By this means a broad foundation for the library will be established, and upon it the library can be built up and enlarged to meet the special needs of those who use it, and what these needs are to be only experience can teach. The proportion of books in the various departments of knowledge must necessarily vary in different libraries, but the following, recommended by J. C. Dana in his admirable "Library Primer" (Library Bureau, \$1.00), will be a good general guide:

	Per Cent.
General works04
Philosophy01

Religion02
Sociology09
Philology01
Science08
Useful arts06
Fine arts04
Literature12
Biography10
History13
Travels10
Fiction20
<hr/>	
Total	100

No library, however small, can dispense with some books of reference, but it is not necessary to buy the most expensive—for instance, Johnson's Universal Encyclopedia would be more useful in the average small library than the Encyclopedia Britannica and it costs about a third as much. An excellent list of reference books will be found in "Hints to small libraries." A knowledge of one's state and one's country should assuredly be developed as much as possible. Books of local and national biography, natural science, politics, literature and history should be purchased as largely as the library funds justify, while it will not be wise to devote much money to the purchase of rare or very old books which will never be read. Much can be done in the direction of fostering local historical interests by collecting and storing all manner of materials for preserving local records. Programmes of entertainments given to further public enterprises, local theatre programmes, library notices, photographs of old landmarks—often issued as advertisements—these and many other un-

considered trifles will eventually become valuable, and can be acquired and kept at little or no expense by the free public libraries, if the librarians are sufficiently interested. A note in the local papers may bring the library valuable gifts of this sort, and a courteous acknowledgement of every gift, however small, be it of books, money, or papers, will help to make friends for the library and keep alive interest in its work.

"Books of purely ephemeral value, books made of basswood paper and printed with logwood ink, should be excluded," says Mr. Hutchins of the Wis. Lib. Com., and the library world concurs in his dictum.

Therefore, in buying standard authors always choose good, though plain editions, for the expenses of rebinding and of strain on reader's eyes should be considered.

In buying classics choose standard full editions, such as Bohns.

In buying translations select only the best, as Wormeley's Balzac, or Wistar's from the German.

In buying novels, choose well-bound, well-printed editions.

Keep in mind the avowed purposes of the free tax supported library, viz: To help people to be happy, to help them become wise, to encourage them to be good. Remember that it is for *all*, and the first books bought should therefore be those which experience shows that people enjoy. They should be wholesome and interesting, and should be in large proportion for children: The whole world enjoys the best children's books fortunately, and as children are the library's best pupils, they should be

most considered. Through the children, homes are reached. Through their use of the library, and their approval of it, they add to its popularity. The small town library in its early life may well begin near the level of the community's average reading, but as it is the purpose of the public library to develop some degree of literary culture among its readers, the selection of books for it should always strive to be a little in advance of public demand. As a rule people will read books which are above their own intellectual and moral standards, and hence are benefited by reading. Experience proves that reading fairly good books leads to reading better books, therefore do not aim too high nor try to *force* the public beyond its desires. Remember that the free public library has only become possible through the approval of the majority of the population, and that that majority is composed in its turn of a majority of people of the most commonplace kind.

It will be much better for the interests of the library to make the book purchases frequent rather than large, both because this attains greater economy in preparing the books for circulation, and because they come before the reader with more sense of novelty and freshness. "It is better to spend an income of \$600 per year in monthly installments of \$50 than it is to buy \$300 lots twice a year."

Do not buy second hand books unless you have seen them or can return them if they do not suit. Unless books are clean and in good condition the public will abuse them and too many libraries are but little more than collections of soiled books.

If possible buy of a local dealer, but if he cannot give you good terms and proper assistance in the se-

lection of editions, etc., it will be best to go to a dealer in a large city. It is much more economical to order through one dealer when possible, in order to avoid annoyance, mistakes, extra expressage and correspondence. A good dealer will be able to give much valuable advice as to editions and will be careful to send you only the latest scientific publications. All libraries should be given a discount of at least 10%.

Keep a record of all orders. For books, this record should be on separate slips, and should have the author's name, brief title, No. of volumes, place, publisher, date and if possible, the publisher's price, dealer's name, date of order, and if the purchase has been requested by a reader, that person's name and address. All libraries should encourage their readers to suggest books desired by them which are not in the library, and it would be well to provide slips for the purpose of receiving these suggestions, and as far as practicable they should be acted upon.

A list of aids and guides in the selection of books will be found at the end of this book, and it should be borne in mind that beside those mentioned there are a number of other excellent lists of popular books compiled by experts which can be had at cost price or for the asking from librarians or publishers.

The Commission hopes to be able to issue "Suggestive lists of Books for a Small Library" in conjunction with the State Library Commissions of Wisconsin, Idaho, Iowa, Minnesota and Nebraska, and these lists with much useful information about buying, ordering, etc. will be given free to the libraries of Delaware.

The first of these lists has already been printed

and is now in the hands of the Commission for distribution, but unless the public will contribute the fund necessary to continue this co-operative work the Commission will be unable to secure the benefits of it to our State. It is hoped, therefore, that all friends of libraries and of education will send the Commission such sums of money as they can afford to give for the purpose of enabling the Commission to defray its share of the cost of these lists, which should be of much use to those whose duty it is to select books for small libraries.

LIBRARY SCHOOLS.

All these library schools are sending out graduates who are trained and enthusiastic, with from one to two years training and experience, and to these schools the Town Library Commissions of Delaware are referred for advice as to the employment of librarians or organizers. Information as to their courses of instruction may be obtained on application to the directors.

New York State Library School, Albany: Melvil Dewey, Director.

Pratt Institute Library School, Brooklyn: Miss Mary Wright Plummer, Director.

Drexel Institute Library School, Philadelphia: Miss Alice B. Kroeger, Director.

SUMMER LIBRARY SCHOOLS.

The courses in these are intended to assist the librarians of the very small public and school libraries, and to increase the usefulness of the assistants in

larger libraries. They are especially valuable in affording opportunities to get into touch with co-workers in the same field, and in arousing in their pupils the "modern library spirit." Moreover, the opportunity for comparison of methods and exchange of ideas and experience has proved of inestimable value to the pupils of these schools, and to the institutions which employ them.

New York State Summer Library School, Albany :
Melvil Dewey, Director.

Chautauqua Summer School of Lib'y Science,
Chautauqua : Melvil Dewey, Director.

Amherst Summer School of Lib'y Science, Amherst:
W. A. Fletcher, Director.

Iowa State University, Iowa City : MacLean, Geo.
E., Pres.

Wisconsin University, Madison : Miss Cornelia
Marvin, Director.

AMERICAN LIBRARY ASSOCIATION.

The American Library Association is the national organization of people interested in libraries, and has now a membership of over a thousand. It was established in 1876 for the purposes of advancing general library interests in every practicable way, and its avowed objects are :

1. By organization and force of numbers to effect needed reforms and improvements most of which could not be brought about by individual effort.
2. By co-operation to lessen the labor and expense of library administration.

3. By discussion and comparison to utilize the combined experiment and experience of the profession in perfecting plans and methods and in solving difficulties.

4. By meetings and correspondence to promote acquaintance and esprit de corps.

The fee is \$2.00 a year and all interested persons and institutions are eligible to membership.

The Association meets as a body once a year and the proceedings of these meetings are printed in full and distributed to all members. It publishes a Handbook which gives full information of its work and terms of membership, and which may be had upon application to Frederick W. Faxon, Sec'y A. L. A., 108 Glenway St., Dorchester, Mass.

Every person actively engaged in library work owes it to themselves as well as to their profession to become a member of the A. L. A.—one cannot join it, work with it and for it and not increase one's efficiency in many ways.

Nearly all of the other States have smaller library associations, and it is to be hoped that Delaware will not long defer adding hers to the list, as they are very active agencies for fostering library interests in various ways.

TRAVELING LIBRARIES.

The State Federation of Women's Clubs has given the State Library Commission a small number of Traveling Libraries consisting of 50 volumes each of wholesome and interesting books which it loans to any school or community under conditions hereinafter described.

The Commission has urgent need for many more Traveling Libraries, and contributions either of books or of money for the purpose of equipping them will be thankfully accepted. At the same time it should be said that the books for such libraries can only be of very great value if they are carefully selected and bought with reference to their especial purpose. As Mr. Hutchins of Wisconsin has said, "We have passed the day of experiment. Hap-hazard traveling libraries—those for which the books are gathered at hap-hazard, administered at hap-hazard, and supervised in the same way—served a good purpose at one time. In the future, traveling libraries . . . should be purchased in series by careful students of the communities which they are to visit, and should be administered and supervised by people who make the work a business—whether such business be voluntary or paid. This means that in the future considerable amounts of money should be raised for the *administration* of traveling libraries as well as for their purchase." Elsewhere he says no less truly, "Books of ephemeral value, books made of basswood paper and logwood ink, should be excluded because the child will not cherish them," and it is a fact known to experience that no one else will either.

In speaking of library work it may be safely as-

sumed that every one will consider the work done for children in ~~their~~ regard as the most important, however forcibly the needs of older people present themselves, and it seems to be conceded by every one at all attentive to the subject that the largest amount of reading is done by children between the ages of twelve and fourteen. Therefore, it will readily be admitted that the importance of providing books suitable for children of such an age can scarcely be over-estimated, and that to begin at twelve to make the selection is to begin too late, and we should begin before they learn to read by reading to them. It may also be assumed that the home where cultivated parents train their children to enjoy reading the best books, is the best of all libraries—that books read for pleasure, read over and over again at home, do far more to shape ideals, determine character, and form the visions which “flash upon that inward eye which is the bliss of solitude” than books studied at school, or borrowed with no other standard of choice than mere momentary diversion, but the fact must be faced that the majority of homes are bookless. For the children of these homes and for many other uses we must have the Free Public Library, but throughout farming communities and the small towns in which Delaware’s population is so largely to be found, the means of providing good literature is lacking unless the people unite in assisting the State Library Commission by their gifts to equip and circulate properly selected and sufficiently numerous traveling libraries.

Such gifts shall bear the names of the donors both in the books and on the cases, and the people who have furnished the means for this work every-

where, are agreed that no other philanthropic work of which they have knowledge does so much undoubted good in proportion to its cost.

The libraries afford the eminently practical and economical means of realizing our American ideal of "the greatest good to the greatest number," and as more than fifteen of our other States are, by their means, successfully coping with the problem of making good literature accessible to all classes in their small communities, there would seem to be no reason why the people of Delaware should be less fortunate.

The economy of this method of possessing a library should appeal strongly to the minds of any practical people—for taxes, local rent, fuel, light, librarian's salary and the costs of library equipments are spared their publics. Moreover, the Commission can buy books at a lesser rate than is possible to individuals.

The great advantages of the system in other respects should as surely make a powerful appeal to the good sense and good will of us all—"if it be the duty of the State to give to each citizen an opportunity to learn to read, surely it is equally its duty to give to each citizen an opportunity to use his power wisely for himself and the State, and this can be done for all the readers of a community at a fraction of the cost necessary to teach him to read, and thereby his power to do may be made a lifelong education for him and a source of illimitable pleasure."

These traveling libraries, properly equipped and administered, should prove a most powerful lure away from less worthy occupations and amusements and would put the control of the reading of large num-

bers of people into the hands of those who have the library experience of the world at their command—and that too while the literary tastes of their readers are being formed—or created! The interest in books once aroused would be kept alive by the frequent exchange of one library for another—for most naturally the near prospect of a change would keep each reader alert to learn which were the best books and to get them promptly. It would seem as though each library station must become a centre of light—and of delight—to its neighborhood—and should do much to build up a nobler social and intellectual life, and to give an abundant supply of wholesome reading to people, who very possibly, would otherwise have none. It not only should supply such literature to the people, but it would in many cases, confine their reading to it until their tastes were formed, and by leaving no room, nor time for bad books, would prevent their circulation by the most natural wholesome method imaginable. It should tend “to make healthful inspiring themes the burden of the common thought—substituting quite simply and naturally, helpful conversations on really interesting impersonal topics—for petty gossip, scandal, and oral and printed wickedness.”

One cannot delimit its sphere of usefulness, for its best work will be done in those places where there is no similar educational force at work for any but children, and if one regards a library as librarians do, as the “People’s University,” then one must admit that its curriculum is as broad as the needs of human nature. Its teachings cease neither by day nor by night, neither on work days nor holidays. Informing, inspiring, amusing—old as well as young, learned

as well as ignorant, rich and poor equally ! Helping the child at his play, the teacher in school, the mother at home—giving of its stores of knowledge and pleasure to the farmer at his plough, to the invalid in the sick room, to the traveler on his journey—all life may be illuminated by the radiance of this lamp of beauty, of knowledge, and of truth, that waits but to be lighted by the common sense of need, of generosity, and of sympathy on the part of our fellow citizens which shall lead them to follow the patriotic example of the State Federation of Women's Clubs and give the means of continuing and perfecting the work unselfishly and generously begun by them while they had no thought of personally profiting by the free dissemination of their gifts.

RULES FOR LENDING THE TRAVELING LIBRARIES.

On satisfactory assurance that all rules of the State Library Commission will be complied with, traveling libraries may be lent to the following classes of borrowers:

I. BORROWERS. A State traveling library will be loaned to :

(A) Any school, college or seminary upon application of its principal.

(B) Any village, town or community, study or other club, grange, post, lodge, business corporation or other similar organization, which will form a library association of not less than five members, and will agree to be responsible for the safe keeping and return of the library, and to observe the rules made for its management.

(c) Any library upon application of its trustees. If loaned to a subscription library they must agree to loan the books of the traveling library to any one in the community free of charge.

2. APPLICATION. Application must be made upon a blank furnished by the Commission, and must designate the place in which the library will be kept, and the name of the person or persons chosen to serve as Librarian and Secretary.

3. TIME. The traveling library shall not be kept longer than three months at a time except by special permission. It may be exchanged for another on the same terms, and these exchanges may continue so long as rules are properly observed.

4. LIBRARIAN. The Librarian shall care for the books while under his control and shall keep such records of circulation, etc., as shall be required by the Commission.

5. INJURIES. Notes, correction of the press, marks of any kind, or turning down of leaves, are especially forbidden. In returning the case of books, such precaution shall be taken as shall ensure the safe return of the books.

6. VIOLATION OF RULES. For wilful violation of any rule, or unnecessary carelessness in the use of the books, the Commission reserves the right to suspend the privilege of borrowing libraries.

7. No charge may be made for the use of the books.

The Commission hopes to be able to purchase new and carefully selected libraries at frequent intervals. They may be lent as a whole, selections from different sets being impracticable. In selecting a li-

brary, borrowers would do well to mention several in order of preference, in case the first choice should not be available.

The Commission will sometimes be able to send a small number of magazines with the libraries if an association desires them. These magazines may be freely loaned where they will give most pleasure and need not be returned to the Commission.

RULES FOR CIRCULATION.

1. PLACE AND TIME. The library shall be kept at a convenient place and be open for delivering and returning books at such times as the borrowing association shall direct, providing that such time shall not be less than three hours on two days of each week, of which due public notice shall be given.

2. READERS. After signing the agreement any resident of the locality may draw books so long as he complies with the rules. Persons residing outside the locality to which the library is lent shall be entitled to the same privilege when their agreement is endorsed by the Librarian.

AGREEMENT.

Being a resident of _____ over 10 years of age,
I hereby agree as a borrower from the State Library Commission of Delaware, to pay promptly any fines due from me for over-detention of books, or for injuries of any kind beyond reasonable wear to any book while it is charged to me.

Persons less than 10 years of age, or residing outside the locality to which the library is lent, shall be entitled to the same privileges when their agreements are endorsed by the Librarian. In agreements of those under 10 the actual age must be written instead of the figure 10 in the printed form.

3. BOOKS. One volume may be drawn by each reader and kept for two weeks.

4. FINES. A fine of one cent a day including Sunday and legal holidays shall be paid for each book kept over time, and any money thus received shall be used under direction of the borrowing association for library expenses. No book shall be lent to any one to whom a book or an unpaid fine is charged.

5. RESERVES. A reader wishing a book not at the time on the shelves may have it reserved for him for forty-eight hours after its return, by giving notice to the Librarian.

6. RENEWAL. A reader returning a book which is not reserved may renew it for two weeks.

7. INJURIES. Notes, corrections of the press, marks of any kind, or turning down of leaves, is expressly forbidden, and all losses or injuries beyond reasonable wear, however caused, must be promptly adjusted to the satisfaction of the Librarian by the person to whom the book is charged.

DIRECTIONS TO LIBRARIANS.

SHELF ARRANGEMENT. Arrange the books in the case in the order of the numbered labels on their backs, except when the book is over-sized when it may be arranged out of sequence if necessary.

BORROWERS' CARDS. Have the borrowers' cards properly signed and if necessary endorsed. If the borrower is under 10 years old cross out 10 and write actual age. Write in ink all other items indicated on the face of the cards—surname of reader, given name, number, residence, date.

NUMBERS. Assign a number to each borrower in the order of his application, and write it in the place indicated on his card. Arrange these cards alphabetically by the surname in the charging case.

The Librarian will find it useful to keep a numerical register of borrowers in order to avoid assigning the same number to different persons.

BOOK CARDS. Each book has a blue card with the shelf No. written in the upper left hand corner. Below is a Class number, Book number, Author and Title. When a book is given out, enter the date of issue in the 1st column on the book card, and the borrower's No. in the 2nd column, and place the card in the charging case arranged numerically by the shelf number. On the borrower's card, write the date in the 1st column, and the shelf No. of the book in the 2nd, and replace the card in its numerical order in the file. The shelf No. is always on the back of the book, on the book-plate, book-pocket, and book card. In making entries on the book cards and borrowers' cards, do not skip any spaces in the columns. When the faces of the cards are full, use the backs in the same manner.

Use the blue book card till it is full, then make a new book card exactly like it, numbering it carefully "card 2" on the upper right hand corner. Preserve and return "card 1" for statistics.

DATES. Use the following method of dating and abbreviations for month and year :

Ja. F. Mr. Ap. My. Je. Jl. Ag. S. O. N. D.
e. g. : '21 Ja. '2. 28 Jl. '2.

DISCHARGING. When a book is returned take its book-card from the charging case, and replace the card in the book, and the book on the shelf. Write the date of return on the borrower's card in the next space to the right of the shelf No. and return the card to the file.

RENEWAL. To renew a book, enter the date of its return as described above and then charge it exactly as if drawn for the first time.

RESERVES. To reserve a book, write (in pencil) on its card in the space for the next borrower, the name of the reader asking for the reserve, and return the card to its place in the charging case. When the book is brought in, immediately notify the person for whom it is reserved, and keep the book for him till the close of the first library day, ending not less than 48 hours after sending the Librarian's notice. If not called for within the time specified, erase the penciled name and return the book card to the book.

OVERDUE BOOKS. At least once a week examine borrowers' cards for overdue books, and promptly notify any one more than a week in arrears, collecting the fine on the return of the book. Do not lend a book to any one having a fine unpaid. Should the amount of the fines collected exceed the cost of the library expenses, the Commission should be notified of the fact and will instruct the Librarian as to the disposition of the fund.

REPORTS. Carefully keep and return all cards to the State Library Commission, Dover, Delaware.

If a new supply either of borrowers' or book cards is needed, send for them promptly.

GENERAL DIRECTIONS.

All express charges, but not local carriage, are paid by the State Library Commission.

UNPACKING. Unscrew the box cover. Be careful not to mar the book-case. The keys are in an envelope tacked inside the cover. Store box, cover and screws in a safe, dry place. Package labels for return will be found with the book lists.

Mail receipt card promptly after comparing items with contents of the boxes.

RETURNING. Compare books to be returned with the list sent, examining them for lost leaves or mutilations. Take especial care to have all the book cards in the books. Return borrowers' cards for statistics. Pack books and case in the same packing box and in the same manner in which they were sent. Wrap the charging case carefully in very thick folds of paper, and have the outer wrapper securely folded and fastened on. The keys for both book-case and charging case should be placed in an envelope and tacked inside the cover of the packing box. Notify the Commission as to date of shipment by express C. O. D.

TO LIBRARIANS OF THE TRAVELING LIBRARIES
OF THE
State Library Commission of Delaware.

Dreams, books are each a world ; and books we know
 Are a substantial world, both pure and good,
 Round these with tendrils strong as flesh and blood
 Our pastime and our happiness will grow.

WORDSWORTH.

These little libraries are sent forth with an earnest desire to give pleasure and help to every one throughout our State. Their ultimate success and usefulness must depend largely upon your efforts, and the criticisms of your borrowers and your own reading will soon enable you to give very valuable assistance to them and to the Commission as to the choice of books. These are suited to various tastes and needs, and the mere fact that a reader has not found what he wanted in his first choice is not a reason for his refraining from making a second. Your interest will grow with your success in converting people who are not habitual readers into becoming such—but you must not let yourself be discouraged if you do not always succeed immediately and with each individual.

Try to train your readers to handle books carefully and to keep them clean. Remind the children that clean hands are necessary if the books are to be so, and if each reader will unselfishly consider his successor's pleasure every one will be able to handle clean books. It is much easier to teach this cleanliness and carefulness while books are new than after they become soiled, but even with the older books which have already been abused, an attentive libra-

rian can do much to train his public. It might be well to suggest to many of your readers that they should cover the books they borrow. The permanent success of the traveling libraries will depend very much upon proper care of the books, and the length of time they will wear, therefore it is important that every one, especially children, should be gently cautioned to treat the books with care. Try, however, to use tact and not to make any one afraid to borrow the books freely. The habit of reading good literature is far more important than the saving of the books or the money involved, but if you take your public into your confidence in this matter, most of it will be glad to aid you, and will readily appreciate the good sense and necessity of giving the care you require. Especially will this be true when it learns that in sending out libraries, preference will be given to those communities which return them in best condition in proportion to the amount of use which has been made of them.

Please arrange the books straight on the shelves or flat upon their sides if oversized. In returning the libraries, pack the books so securely that they cannot slide or shift in their places. If the leaves of books become loose, do not reissue them (unless you can neatly fasten the leaves into position again), but keep them in your possession till the library is returned. If any of your readers persist in soiling the books unduly, refuse to loan them until you write to the Commission for instructions. Where the cost of a book appears in the catalogue, you should collect its cost should the book be lost or damaged unduly, otherwise it will be necessary to write to the Commission for instructions.

You will confer a favor by making any suggestions that will lead to the increased usefulness of these libraries.

AIDS AND GUIDES IN LIBRARY ECONOMY.

Dana, J. C. Library Primer. Library Bureau. \$1.00.
Dewey, Melvil, ed. Papers prepared for the American Library Association for its annual meeting held at the Columbian Exposition, 1893. Bureau of Education, Washington, D. C. Free.

Covers very fully the entire field of library economy and will prove very useful to any librarian.

Library Bureau Catalogue. Library Bureau, 112 North Broad St., Phila. Free.

Library Notes, 4 v. 2-3 in 1. Library Bureau. \$2.50 each.

Plummer, M. W. Hints to small libraries; rev. and enl. Truslove, N. Y., 1898. 50c.

Contents: Receiving and entering books; book numbers and cataloguing; shelf list and inventory; mechanical preparation of books for the shelves; binding; relations with the public; charging system; reading room; reference work; selecting and ordering books; rooms and fixtures; library tools.

PERIODICALS.

Library Journal. Library Bureau. Monthly, \$5.00.
Official organ of the A. L. A. and the best journal of library science in existence.

Public Libraries. Library Bureau. Monthly, \$1.00.
A journal specially devoted to the needs of small libraries, and very valuable to them.

BOOKS ON CLASSIFICATION AND CATALOGUING.

American Library Association. List of subject headings for use in a dictionary catalogue. Library Bureau, Phila. \$2.00.

——. Catalog of the A. L. A. Library; 5,000 v. for a popular library, selected by the American Library Association as shown at the World's Columbian Exposition, 1893. Bureau of Education, Wash., D. C. Free. Shows how books should be classified and catalogued, and includes a model dictionary catalogue.

Cutter, C. A. Rules for a dictionary catalog, ed.³, 1891, (in U. S. Bureau of Education special report on Public Libraries. pt. 2.) U. S. Bureau of Education, Wash., D. C. Free.

——. Decimal author tables. Library Bureau. Phila. \$1.25. A scheme by which books may be given distinctive numbers by which they may be alphabetically arranged under their subjects both on the shelves and in the catalogue.

Dewey, Melvil. Abridged decimal classification and relative index. Library Bureau, Phila. [1894]. \$1.00. Short form of the Decimal classification adapted to the needs of small or slowly growing libraries.

——. Simplified library school rules. Library Bureau, Phila., 1898. Pap. \$1.00, cloth \$1.25.
Includes card catalog, accession and shelf list

rules, book numbers, library handwriting, punctuation and abbreviations.

AIDS IN SELECTING BOOKS.

American Library Association. Annotated lists.

Books for boys and girls, a selected list compiled by Caroline M. Hewins. Librarian of Hartford public library.

List of books for girls and women and their clubs; ed. by A. H. Leyboldt and George H. Pap. 50 cents; cl. \$1.00.

Reading for the Young and Supplement. A classified and annotated catalog by J. F. Sargent, combined with supplement and subject index of the complete work by M. E. and A. L. Sargent. Cl. \$1.00.

Annotated bibliography of Fine Art. Painting, sculpture, architecture, arts of decoration and illustration, by Russell Sturgis, and music by H. E. Krehbill. 1897. Pap. 50 cents, cl. \$1.00.

Catalog of historical fiction for young readers, by J. F. Sargent. 1890. Excerpt from Reading for the Young. Pap. 10 cents.

All of the above publications may be had from the Library Bureau, 112 North Broad St., Phila.

Anderson, E. A.

Graded and annotated catalogue of books in the Carnegie library, Pittsburg, for the use of schools.

Baker Taylor Co. Librarian's help series. No. 1, American History; No. 2, Spain, Cuba, Naval History and Science; No. 3, Literature and Education; Books of 1897-98. N. Y. Free.

Publisher's Trade List Annual. Catalogues of all important American publishers bound together. Pub. weekly. N. Y. \$2.00 a year.

Univ. of N. Y. Class list of a library recommended for schools. Ed. 2, rev. 1896. Albany. 5 cents.

PERIODICALS.

Book Buyer—Monthly—Scribner, N. Y. \$5.00.

Book News—Monthly—Wanamaker, Phila. 50 cents.

Critic—Monthly—289 Fourth Ave., N. Y. \$2.00.

Deal—Fortnightly—24 Adams St., Chic. \$2.00.

Literary World—Fortnightly—1 Somerset St., Boston. \$1.00.

Nation—Weekly—N. Y. \$3.00.

Publisher's Weekly. American Book Trade Journal. 59 Duane St., N. Y. \$3.00.

LIBRARY PERIODICALS.

Library Journal—Monthly—Official organ of the A. L. A. Library Bureau. \$5.00.

Public Libraries—Monthly—Specially adapted to the needs of small or slow growing libraries. Library Bureau. \$1.00.

PERIODICAL SUBSCRIPTION AGENCIES.

Kennyon News and Postal Subscription Co., Chic., Ills.

Stechert, Gustav E. 810 Broadway, N. Y.

FITTINGS AND SUPPLIES.

Library Bureau. 112 North Broad St., Phila.



TABLE OF CONTENTS.

	Pages.
List of members.	2
Library law of 1901.	3-14
Synopsis of library law.	15-19
Penalty for injury to library property.	20
Newspaper clippings desired.	20-21
Incorporated towns of Delaware.	21
Free public libraries.	22-23
How to start a free public library.	23-28
Form for a tax-payer's petition.	23-24
Form for a notice to qualified electors.	24-25
Notice to tax-payers.	27
Reasons for having a free public library.	28-32
What a free library does for a country town.	32
Town library commissions.	33
By-laws suggested for town library commissions.	33-36
The Librarian.	36-39
General policy of a library.	39-40
Reading room and periodicals.	41-44
Periodical indices.	44-45
Library management.	45-57
Classification.	46-47
Author book numbers.	47
Catalogue.	47-50
Shelf-list.	50
Registration of readers.	50-51
Fines.	51

Library management—continued.

Charging system.	51-54
(a) Borrower's card.	51-52
(b) Book card.	52-54
(c) Registration book.	50-51
Two book system.	54
Suggested rules for readers.	54-55
Librarian's monthly report.	56-57
Rooms, buildings and fixtures.	57-60
Fixtures and supplies.	60
Selection and purchase of books.	61-66
Library schools.	66
Summer library schools.	66-67
American library association.	67-68
Traveling libraries.	69-82
Rules for lending traveling libraries.	73-75
Rules for circulating the books for travel- ing libraries.	75-76
Directions to librarians of traveling libra- ries.	76-79
General directions.	79
Circular letter to librarians of traveling libraries.	80-82
Aids and guides in library economy.	82-83
Books on classification and cataloguing.	83-84
Aids in selecting books.	84-85
Periodicals.	85
Library periodicals.	85
Periodical subscription agencies.	85
Fittings and supplies (<i>see also p. 61</i>).	85



